Oak Mountain Academy

Parent/Student Handbook

2015-2016

Dream ~ Strive ~ Become.

222 Cross Plains Road
Carrollton, Georgia 30116

770-834-6651
Fax: 770-834-6785
www.oakmountain.us

Rev. 8/2/15

OAK MOUNTAIN ACADEMY

Dear OMA Parents and Students,

Welcome to Oak Mountain Academy (OMA) and the 2015-2016 academic year, the beginning of the fifty-third year of academic excellence! The Academy offers an exciting, diverse learning environment for Pre-K-3 through Twelfth Grade students. We provide a non-denominational, faith-based, fun, caring academic community dedicated to the intellectual, artistic, physical, and moral development of each child. The Mission of the Academy is realized through an academically rigorous, developmentally appropriate curriculum enhanced by the wealth of cultural opportunities available throughout the area.

Academy students are diverse in their talents, interests, abilities, and backgrounds and are encouraged to develop confidence in who they are and who they can become. The OMA faculty, staff, and administration provide support and guidance in a warm, caring atmosphere where students are challenged to be the best they can be. We consider the families of OMA students as our educational partners and welcome your participation in school life as together we guide students on this fascinating educational journey.

The information in this handbook will be a helpful resource, and we look forward to a successful year of growth for your child. I invite you to visit often and contact me whenever I can assist you.

Yours in education,

Paula J. Gillispie
Head of School

TABLE OF CONTENTS

Mission Statement, Non-Discrimination Policy	8
History of Oak Mountain Academy	9
Accreditation and Membership	9
Academic Calendar	10

SECTION 1: *WE STRIVE TO "PROVIDE A CHALLENGING COLLEGE-PREPARATORY EDUCATION."*

Curriculum	11
The Academic Year	11
Grading System	11—12
Dual Enrollment	12
On-Line/Distance Learning Grade Conversion	12
Late Assignments	12
Extra-Credit, Dropping Grades	12
Incomplete Grades	13
Class Rank	13
Honor Roll	13
Head of School's List	13
Valedictorian and Salutatorian	13

SECTION 2: *WE STRIVE TO PROVIDE "A SAFE, POSITIVE, AND NURTURING FAMILY ENVIRONMENT."*

School Closings	14
Fire, Tornado, and Lockdown Drills	14
Weapons Policy	14-15
Consequences of Weapons Policy Violation	15
Medications	15
Health and Immunizations	15
Conduct Guidelines	16
School Attire Guidelines	17
Anti-bullying Policy	17
Communications	17
E-mail	18
Telephones	18
Parent/Teacher Conferences	18
Quarterly Progress Reports	18
Report Cards	18
Transcripts	19
School Publications	19
Logo Use Agreement	20-21

SECTION 3: *WE STRIVE TO PROMOTE "SOUND LEARNING."*

Testing Program	21
Library	21
Field Trips	21
Educational Computer Use, Internet Privileges	22
Terms and Conditions	22
Computer Use Rules	22
Network Etiquette	23
Indemnification, Security, Vandalism	23-24

SECTION 4: *WE STRIVE TO PROMOTE "ETHICAL, SPIRITUAL, AND PHYSICAL DEVELOPMENT."*

The Honor Code: The Warrior Way	24
The Honor Pledge	25
The Statement of Honorable Intent	25
Honor Code Violations	25-26
Consequences of Honor Code Violations	26
Student Academic Support	26
Self-Discipline	26
Discipline Procedures	27
Minor Offenses	27
Suspension/Major Offenses	27-28
Expulsion	28
Spiritual Development	28
Athletics	28

SECTION 5: *WE STRIVE TO "PRODUCE A RESPONSIBLE CITIZEN WHO IS PREPARED TO BE A LEADER IN TOMORROW'S GLOBAL COMMUNITY."*

Attendance	29
Notification of Absence	29
Excessive Absence/Tardiness	29
Excused Absence	29
Unexcused Absence/Tardiness	30
Early Pick-up	30
Illness at School	30
Student Clubs and Organizations	30
Parent Volunteer Association	30-31
Academic Boosters	31
Athletic Boosters	31
Friends of the Arts	31
OMA Alumni Association	31

SECTION 6: *TRANSPORTATION*

Bus Service 31
Parking 32

SECTION 7: *UPPER SCHOOL INFORMATION*

PART 1: WE STRIVE TO "PROVIDE A CHALLENGING COLLEGE PREPARATORY EDUCATION."

Daily Schedule 34
Inclement Weather Delayed Schedule 34
Graduation Requirements 35
Courses Offered for Grades 9-12 36
AP Exams 36
Honors at Graduation 36
Semester Exams and End of Quarter Assessments 37
Major Assignments 37
Work Ethic 37
Tutoring 37-38
Add/Drop 38

PART 2: "WE STRIVE TO PROVIDE *"A SAFE, POSITIVE, AND NURTURING FAMILY ENVIRONMENT."*

Lockers 38
Lunch 38
Senior Off-Campus Lunch 38
Senior Lounge 38-39
Prom Attendance 39

Part 3: WE STRIVE TO PROMOTE *"SOUND LEARNING."*

University of West Georgia Library 39
Bring Your Own Device (BYOD) 39

Part 4: WE STRIVE TO PROMOTE *"ETHICAL, SPIRITUAL, AND PHYSICAL DEVELOPMENT."*

Varsity Eligibility in Sports 39-40

Part 5: WE STRIVE TO *"PRODUCE A RESPONSIBLE CITIZEN WHO IS PREPARED TO BE A LEADER IN TOMORROW'S GLOBAL COMMUNITY."*

Attire Guidelines 40-42
Daily Attendance 42
Early Dismissal 42-43
Sign-in/Sign-out Procedures 43
Make-up Work Policy/Major Assignments 43
Clubs and Organizations 43
Community Service Requirements 44

Part 6: Transportation

Parking and Driving on Campus 44-45
Pick-up of Middle School Siblings 45

SECTION 8: *MIDDLE SCHOOL INFORMATION*

Part 1: WE STRIVE TO *"PROVIDE A CHALLENGING COLLEGE PREPARATORY EDUCATION."*

Daily Schedule 47
Inclement Weather Delayed Schedule 47
MS Courses Offered 48
Semester Exams and End of Quarter Assessments 48
Major Assignments 48

Part 2: WE STRIVE TO PROVIDE *"A SAFE, POSITIVE, AND NURTURING FAMILY ENVIRONMENT."*

Tutoring 49
Lockers 49
Lost and Found 49
Lunch 49
KP Duty 49
Vending Machines 49

Part 3: WE STRIVE TO PROMOTE *"SOUND LEARNING."*

Promethean Boards 50
Bring Your Own Device 50

Part 4: WE STRIVE TO PROMOTE *"ETHICAL, SPIRITUAL, AND PHYSICAL DEVELOPMENT."*

Athletics 50

Part 5: WE STRIVE TO *"PRODUCE A RESPONSIBLE CITIZEN WHO IS PREPARED TO BE A LEADER IN TOMORROW'S GLOBAL COMMUNITY."*

Attire Guidelines 50-52
Daily Attendance, Arrival at School 52
Sign-in/Sign-out Procedures 52
Clubs and Organizations 53
Community Service Activities 53

Part 6: DISMISSAL AND TRANSPORTATION

Middle School Pick-up 53
Riding with US Siblings 53
After-School Care 53

SECTION 9: *LOWER SCHOOL INFORMATION*

Part 1: WE STRIVE TO *"PROVIDE A CHALLENGING COLLEGE PREPARATORY EDUCATION."*

Enrichments 55

Part 2: WE STRIVE TO PROVIDE *"A SAFE, POSITIVE, AND NURTURING FAMILY ENVIRONMENT."*

Door-to-Door Fundraising 55
Lunch, Ice Cream, Classroom Parties 55

Part 3: WE STRIVE TO PROMOTE *"SOUND LEARNING"* THROUGH DIVERSE AND INNOVATIVE TEACHING METHODOLOGIES.

Pre-Kindergarten – 3 Program 56
Field Trips 56
Books and Supplies 56

Part 4: WE STRIVE TO PROMOTE *"ETHICAL, SPIRITUAL, AND PHYSICAL DEVELOPMENT."*

Discipline 57

Part 5: WE STRIVE TO *"PRODUCE A RESPONSIBLE CITIZEN WHO IS PRE PARED TO BE A LEADER IN TOMORROW'S GLOBAL COMMUNITY."*

Attire Guidelines 57-58
Daily Attendance 58
Arrival at School 58
Tardiness 58
Absences 58-59
Safety Patrol 59
Santa's Secret Shop 59
Clubs and Organizations 59
Dismissal 59
Early Dismissal 59
Bus Riders 60
After-School Care 60

PART 7: ADDENDUM

Anti-Bullying Policy 61-64
Bring Your Own Device 65-68
Acceptable Use Policy 69-71
Logo Use Agreement 72
Statement of Honorable Intent 73-74

THE MISSION OF OAK MOUNTAIN ACADEMY

The mission of Oak Mountain Academy is to provide a challenging college preparatory education in a safe, positive, and nurturing family environment. We commit to join sound learning with ethical, spiritual, and physical development to produce a responsible citizen who is prepared to be a leader in tomorrow's global community.

Non– Discrimination Policy

Oak Mountain Academy admits students of any race, color, religion, national and ethnic origin to all rights, privileges, programs, and activities generally accorded to or made available to students at the school and strives to make its programs and facilities accessible to all without regard to physical or medical condition or disability. It does not discriminate on the basis of race, color, religion, national or ethnic origin in administration of its educational policies, admission procedures, scholarship or aid programs, athletic, and other administrative programs.

HISTORY OF OAK MOUNTAIN ACADEMY

In the early 1960's, a Carrollton minister, the Reverend Mr. Richard Flinn, envisioned a school that would offer its students a challenging curriculum while adhering to strong moral values in a family-style setting. In articulating his vision, the Rev. Mr. Flinn wrote: "Sound learning must be joined with high morality and spiritual commitment to produce an excellent person, the useful and responsible citizen, a noble human being."

Joining forces with Roy Richards, Sr. and Lynn W. Holmes, two prominent businessmen who shared his vision, the Rev. Mr. Flinn took action to make his dream a reality. Thus, in 1962, Oak Mountain Academy opened its doors with fifty students in kindergarten through eighth grade who attended classes in a renovated house and cottage. In 1968, the school had its first class of graduating seniors. In 1997, the school moved to a new location, and now students in pre-kindergarten-3 through twelfth grade attend school on an 88-acre campus.

Oak Mountain Academy received full SAIS/SACS accreditation during the 2006-2007 school year. As a result, Oak Mountain graduates young people who are well-equipped with the skills necessary to successfully compete with students from all over the country in college and beyond.

Oak Mountain Academy is governed by a Board of Trustees and administered by a Head of School. All classes are taught by teachers who meet the criteria of the Southern Association of Independent Schools and Southern Association of Colleges and Schools (SAIS and SACS).

The School is located east of Carrollton, Georgia. The Cross Plains Road campus is a beautiful 88 acre site. There are three main buildings: The Alice and Roy Richards Administration and Commons Building (Upper School), The Gymnasium/Middle School/Walker Lobby/Cofer Science Laboratory, and The Lower School Building. The Oak Mountain campus also has several exceptional athletic fields and tennis courts.

Accreditation and Membership

Oak Mountain Academy is accredited jointly by the Southern Association of Independent Schools (SAIS) and the Southern Association of Colleges and Schools (SACS), a division of AdvancED. Oak Mountain Academy is a member of the Georgia Independent School Association (GISA), Georgia Independent Christian Athletic Association (GICAA), Southern Association of Independent Schools (SAIS), National Association of Independent Schools (NAIS), Independent School Management (ISM), and the Atlanta Area Association of Independent Schools (AAAIS).

Oak Mountain Academy 2015-2016
Academic Calendar

August 6-7, 2015	New Teachers Report
August 10-13, 2015	Preplanning
August 13, 2015	Classroom Visits and Back to School Picnic
August 14, 2015	First Day of School
September 7, 2015	Labor Day – No School
October 9 & 12, 2015	Fall Break – No School
November 2, 2015	Student Holiday; Professional Development for Faculty
November 20, 2015	Noon Dismissal – Grandparents' Day
November 23 – 27, 2015	Thanksgiving Break – No School
December 18, 2015	Noon Dismissal
December 21 – January 3	Christmas Break
January 4, 2016	Teacher Workday – No School for Students
January 5, 2016	Classes Resume
January 18, 2016	MLK Day – No School
February 12 & 15, 2016	Winter Break – No School
March 25, 2016	Good Friday – No School
April 1, 2016	Kite Day – 2:00 Dismissal
April 4 – 8, 2016	Spring Break
April 18 – 21, 2016	ERB Testing (Grades 1 – 8)
May 14, 2016	Commencement Ceremonies for Senior Class
May 18, 2016	Kindergarten Graduation
May 18, 2016	Last Day of School Grades PK3, PK4 & Kindergarten
May 20, 2016	Noon Dismissal - Last Day of School Grades 1-12
May 23 – 26 Post Planning	

With the possibility of unforeseen events, the calendar may change from time to time. Please see our website (www.oakmountain.us) for the most up-to-date calendar.

Rev. 8/15

Section 1
We strive to "*provide a challenging college-preparatory education.*"

Curriculum

The Academy curriculum is academically rigorous, differentiated, and developmentally appropriate. A spiraling curriculum allows for conceptual development from one grade level to the next. Emphasis is placed on helping students become independent thinkers and problem solvers. Creativity is encouraged, and students are given the opportunity to demonstrate their understanding of curricular concepts through project based learning. For a complete list of course offerings and descriptions, see the Curriculum Guide on the Academy's website.

The Academic Year

The academic year runs from mid-August through the end of May. Oak Mountain Academy utilizes a four-quarter grading system. The year is divided into two semesters, each containing two quarters. Students may take a maximum of seven classes per semester. Upper school students must take a minimum of five courses each semester.

Grading System

During each marking period, grades will be entered for each student in RenWeb, the electronic grading system used by OMA. RenWeb automatically converts the numerical average to a letter grade. Non-weighted and weighted courses are assigned the following numeric values:

Letter Grade	Numerical Equivalent	4 Point Grade Point Scale (non-weighted)	5 Point AP/College Credit Scale (*weighted)
A+	98.50 – 100	4.2	5.2
A	91.50 – 98.49	4.0	5.0
A-	89.50 – 91.49	3.8	4.8
B+	87.50 – 89.49	3.6	4.6
B	81.50 – 87.49	3.0	4.0
B-	79.50 – 81.49	2.8	3.8
C+	77.50 – 79.49	2.6	3.6
C	71.50 – 77.49	2.0	3.0
C-	69.50 – 71.49	1.8	2.8
D+	67.50 – 69.49	1.6	2.6
D	64.50 – 67.49	1.0	2.0
F	0	0	0

- Weighted courses* include all AP (Advanced Placement as defined by the College Board) courses, and all college-level courses taken as Dual Enrollment. (See definition of Dual Enrollment below.)
- The Georgia Student Finance Commission (HOPE) converts all individual school grade point averages (GPA's) to a standard system to ensure equally and uniformity among all schools.

Dual Enrollment

Eleventh and twelfth grade students wishing to take courses at the University of West Georgia (UWG) or West Georgia Technical College must meet requirements of both UWG and Oak Mountain Academy. Only courses that are not available at OMA may be taken as joint enrollment courses. Specific guidelines may be obtained from the Dean of Upper School and the Registrar.

Semester courses taken at the University of West Georgia or West Georgia Technical College are equivalent to semester courses at OMA. Likewise, full-year courses at the University of West Georgia and West Georgia Technical College are equivalent to full-year courses at OMA. Final course equivalences are determined at the discretion of the Administration.

On-Line/Distance Learning Grade Conversions

Grades earned for high school credit at approved institutions are converted using the OMA grading system. If numerical grades are given, that grade will be entered into the OMA system as a numeric value. If only letter grades are given by the online institution, the letter grade will be entered into the OMA system and will be converted to a numeric value within the 4 Point Grading System. (See Grading System)

Late Assignments

To ensure that students are learning to be responsible citizens, the following guidelines for late work will be utilized in the middle and upper schools.

One day late = minus 10 points. **Two days late = a grade of 0.**

It is understandable that extenuating circumstances sometimes occur, and understanding of the situation will be exhibited. Please refer to the Division Dean for clarification.

Extra Credit and Dropping Grades

All students are expected to complete assignments, tests, quizzes, and project preparations as assigned. ***No extra credit grades will be given***. Additionally, all grades will be recorded as earned, and no grades will be dropped to determine a quarter, semester, or final year average. Teachers should ensure that ample assignments, tests, quizzes, projects, etc. are given during each marking period to avoid grade inflation or deflation.

Incomplete Grades

A grade of Incomplete (I) recorded on a report card must be removed by satisfying the necessary requirements by three weeks following the issue date of the report card. Failure to complete these requirements in the time allotted may result in a failing grade.

ACADEMIC RECOGNITIONS*

Class Rank

Class ranking relies solely on grade point average. Oak Mountain Academy ranks students for graduation and end of the year awards. Due to the small class sizes and academically competitive environment of Oak Mountain Academy, reporting class rank to colleges and universities on applications is optional. If the student chooses to report the class rank, it will show up on the student's transcript and application. If rank is not reported on these documents that is an indication that the student has not elected to report his or her rank. Further questions regarding the computation of GPA or class rank should be directed to the Registrar.

Honor Roll

To be considered for Honor Roll, a student must be enrolled at Oak Mountain Academy in a minimum of five courses. Grades for students enrolled in Joint Enrollment and On-line courses only impact the end of the year Honor Roll status because of the delay in receiving grades from the institution only after a course is completed.

The Honor Roll is comprised of students in grades **six through twelve** who have an overall minimum GPA of 3.3 at the end of the quarter, on all basic academic course work with no grade below a C and no more than one C. Grades in non-academic courses such as physical education, yearbook, and art may not be below a B. Honor Roll status for the year is given to students who hold an overall GPA of 3.3 for the entire year.

Head of School's List

To be considered for the Head of School's list, a student must first meet the requirements of the Honor Roll. The Head of School's list is comprised of those students in grades six through twelve who, at the end of the quarter, have an overall minimum GPA of 3.7 with no grade below a B. Head of School's List status for the year is given to students who hold an overall GPA of 3.7 for the entire year.

Valedictorian and Salutatorian

Cumulative four-year grade point averages are used in selecting the valedictorian and salutatorian. To be eligible for these distinguished recognitions, a student must complete his/her junior and senior years at Oak Mountain Academy.

Note: Academic Recognitions given at the end of the year awards are based on the information (GPA, etc.) available at the middle of the 4th quarter.

Section 2
We strive to provide "a safe, positive, and nurturing family environment."

Oak Mountain Academy follows a comprehensive Crisis Management Plan directed by the Crisis Management Team. As part of the Plan, entrances are monitored as students enter and exit before and after school. During the school day, all exterior doors remain locked to ensure the safety of all. The main entrances to all buildings are secured with a magnetic locking system, monitored by the receptionists. Persons visiting the campus must sign in and sign out with the receptionist in the building where they enter.

School Closing

In the event that inclement weather affects the opening or closing of school, Oak Mountain Academy families are notified by a RenWeb Parent Alert System and a public service announcement on local radio and Atlanta television stations. Information will also be made available on the school website, whenever possible.

Every attempt will be made to keep school open. The decision is based on weather conditions in various sections of the school's service area. In some situations, school will open late, and buses will run a delayed schedule to allow for road conditions to improve. In the event of a late opening, in most cases, school will open at 10:00 AM and dismiss at the regular times. If there is any question about the opening of school, please rely on the RenWeb Parent Alert System and/or information provided to local and Atlanta media sources.

Fire, Tornado, and Lockdown Drills

Instructions are posted in each building of the school concerning evacuation routes. Fire drills, lock-down drills, and tornado drills are conducted throughout the year. Students will be instructed in the proper behavior during these drills.

Weapons Policy

A student will not possess, handle, transport, or use on school property, including school buses, or at school related activities, whether on or off school property, any weapon, dangerous object, an object that can be reasonably considered a weapon, or substance that could cause harm or irritation to another individual. This policy does not apply to appropriate school supplies unless used as a weapon. In addition, an exception to this policy may be made for students participating in an authorized part of the curriculum or extracurricular activity.

Weapons shall include, but are not limited to:

1. Bomb or any device that contains combustible materials.
2. Explosive or any device containing combustible material and a fuse.
3. Knife of any size or shape, including blades or other sharp devices, **including a toy knife.**

4. Razor blade, box cutter, or any similar device for cutting.
5. Ammunition, bullets, shells, or any object that could be considered to be ammunition or resembles ammunition.
6. Fireworks or small explosives, including caps and snapper pops.
7. Matches and lighters.
8. Anti-personnel spray such as mace or pepper spray.
9. Gun of any kind, including starter pistol, BB gun, stun gun, cap pistol, **water pistol, toy gun, or any instrument or device which resembles or looks like a gun.**
10. Laser pointer.
11. Any object or substance which could cause injury, including, but not limited to slingshots, ice picks, multi-fingered rings, metal knuckles, Nunchakus, discs designed to be thrown such as a throwing star, oriental darts, or clubs.

Consequences of Weapons Policy Violation

Violations of the Weapons Policy shall be reported to the Head of School and may be punishable by suspension or expulsion.

A student who brings a weapon, as defined above, onto school property, including school buses, or to school related activities, whether on or off school property, may be permanently expelled from the school and may be referred to the criminal justice or juvenile justice system. The Head of School may determine, based on the facts of the particular case, that special circumstances exist and that another disciplinary action or suspension is appropriate.

Medications

All prescribed medications must be accompanied by a written order from a physician, and/or they must be in the original container labeled by a pharmacist with the amount of medication to be given clearly noted. All medications must be accompanied by a completed and signed medication form(s). **All medications—prescription and over-the-counter medications—will be turned into and administered by designated OMA personnel and kept in a securely locked location.** Parents are encouraged to limit the amount of medication to be given during the school day. **Students are not permitted to carry or administer their own medications—prescribed or over-the-counter—during the school day.**

Health and Immunizations

All students must have on file a health record identifying any special health problems and/or any medication they are to take while at school. We remain in compliance with all state and federal guidelines and are regularly audited by the State of Georgia Department of Health to ensure compliance.

Conduct Guidelines

Oak Mountain Academy has the responsibility to encourage an atmosphere of learning, social responsibility, and respect for human dignity. Each enrolling student and his or her parent/guardian have the right to expect OMA to fulfill its educational responsibilities. The Academy must exercise the right to establish and maintain standards of conduct which will be conducive to an atmosphere of learning and student development.

Students, parents, guardians, faculty, staff, and visitors are responsible for conducting themselves in a manner that maintains the academic atmosphere of OMA and respects the rights, dignity, and worth of every individual in the community. The relationship among the faculty, staff, administration, parents, and students is to be professional in nature. Any individual who conducts himself or herself in such a way as to disrupt the normal operation of the Academy may be subject to possible disciplinary actions that may include suspension or dismissal. Offensive behaviors include, but are not limited to, lewd or indecent conduct, verbal abuse, including threats, intimidation or coercion of any person on the premises of OMA or at school-sponsored or supervised events, or other conduct which threatens or endangers the health or safety of another member of the school community. Theft of or damage to property of Oak Mountain Academy or property of a member of the school community or other personal or public property while on school premises or at school-sponsored events is subject to disciplinary action, including suspension and dismissal.

Furthermore, the following basic guidelines apply school-wide:

- Honor and abide by the Oak Mountain Academy Honor Code.
- Demonstrate ***honesty*** in all actions.
- ***Respect*** school property and the property of others.
- Demonstrate ***respect*** of self, peers, and adults.
- Take ***responsibility*** for completing *all* work and assignments and returning signed papers, notes, etc. in a timely manner.
- Be on time, prepared, and seated in class with all materials ready to begin working.
- Listen carefully, respond ***respectfully,*** and do not interrupt when others are speaking.
- Maintain quiet and orderly behavior in hallways and when passing throughout the building.
- Walk while inside the campus buildings.
- Use appropriate language; profanity is not permitted.
- **Refer to Division guidelines for cell phone use at school.** (Personal laptops, I-pads, and notebooks may be used during school hours for academic purposes only in accordance with the Bring Your Own Device and Acceptable Use guidelines.)
- Chewing gum is not permitted.
- Fighting is not acceptable and considered a serious violation of school rules and may result in suspension or dismissal
- **All textbooks should be covered to protect the life and appearance of the book.**

School Attire Guidelines

All students at Oak Mountain Academy, a college-preparatory academy, are expected to dress in such a manner as to exhibit good taste, personal cleanliness, and respect for their appearance, reputation, and the image they project for the academy. Students will abide by the Student Attire Guidelines while on campus and when representing Oak Mountain Academy off campus. The Administration will assist faculty and be the final resource in determining the appropriateness of a student's school attire. Please refer to this Handbook for specific dress attire guidelines for each Division. Students are allowed to exercise a degree of personal freedom in their choice of clothing while maintaining an appearance consistent with that expected of a college-preparatory academy. Students are expected to arrive on campus properly dressed and remain so throughout the school day. Students should avoid drawing undue attention to themselves through their personal appearance, and they should not dress in a way that would detract from the educational process or the school's Mission. Students improperly dressed will be sent to the Division Dean's office where they will call their parents, request appropriate clothing, and remain in the office until the appropriate clothing arrives. Repeat offenses will result in a parent conference and consequences.

Additional dress requirements may be given for special occasions, field trips, and athletic events. Parents and students will be notified in advance of such requirements. Students are expected to conform to these requirements. Changes in the guidelines for student attire and interpretations of it may be made by the Administration throughout the year as deemed necessary.

Anti-Bullying Policy

We, the community and supporters of Oak Mountain Academy, are committed to providing a compassionate, receptive and non-threatening atmosphere where each of our students can learn and succeed. We believe this to be an outgrowth of our values. Accordingly, we have a "zero-tolerance" policy against bullying, meaning that bullying of any sort is deemed unacceptable in our school community. If bullying does occur, students should be assured of the fact that all incidents will be addressed quickly and fairly and may result in suspension or dismissal. Please refer to the full Anti-Bullying Policy at the end of this Handbook.

Communications

As part of our mission, the Administration and Faculty at Oak Mountain Academy encourage and welcome close communication among administrators, faculty, parents, and students. School officials encourage parents and students to make known their recommendations and concerns to the school. If there is a problem, the parent or student should first go to the person directly involved or to the person who can provide the information needed. If further assistance is needed, parents should contact the Division Dean. If further assistance is still needed, parents should contact the Head of School. The school communicates with parents through regular reports of achievement, newsletters, notices, the Oak Mountain Academy website, OMA App, e-mail, and phone calls. The Academy uses email and the website as key communication tools.

E-mail

Parents are encouraged to first contact the classroom teacher regarding a concern about their child. Each teacher has an e-mail account. All staff e-mail is set up in the following manner: first name, last name followed by @oakmountain.us.
(Ex. paulagillispie@oakmountain.us)

Please feel comfortable contacting the faculty and staff; however, we request that you not interrupt instruction with impromptu conferences. If you wish to talk with a teacher regarding your child, an upcoming event, a homework assignment etc., please make an appointment or visit the teacher after all students are dismissed.

Teachers will check emails at the end of the academic day to avoid interruption of instruction. If you have an emergency, please contact the school via phone.

Please refrain from interrupting a teacher in the hallway or at carpool as they are responsible for the safety and supervision of students at all times and must avoid distractions.

Telephones

Use of school telephones located in each division office is restricted to the following times: between classes, during lunch, or before and after school. Students must obtain permission to use school phones.

Cell phone use during the academic day, as well as headphones, are permitted only with faculty or administrative permission. Parents are asked to contact students by phone or text only in emergency situations to avoid interrupting instruction.

Upper school students will "check" their cell phones with teachers upon entering all classrooms. The students will retrieve their phones as needed and with teacher approval during class and as they leave that class. Middle school students will "check in" their phones with the Dean of Students upon arrival and retrieve their phones as needed for classes and at the end of the school day.

Parent/Teacher Conferences

Each year, a designated day is set aside for parent/teacher conferences. However, parent/teacher conferences may be scheduled at the request of the parent, teacher, or administrator ***at any time during the school year.***

Quarterly Progress Reports

Progress reports will be issued at the mid-point of each quarter in order to assist students, parents, and teachers with the communication and successful completion of the academic requirements of each student.

Reports Cards

At the end of each quarter, a report card and optional comments will be e-mailed home to parents.

Transcripts

Copies of a student's academic record may be sent to officials or school systems in which the student seeks to enroll. Three days are required for the processing and mailing of the **complete a transcript request form. The Registrar is responsible for transcripts.**

School Publications

Calendar, Website, OMA App

A yearly calendar with major activities and student/parent information is available on the school's website: www.oakmountain.us. Please refer to it often as unexpected changes may occur. Additionally, the OMA Website and downloadable "App" are also available.

Academy Directory

During the first few weeks of the school year a directory of families and students is published. Contact information included is based on data confirmed on Renweb. Other essential information for our school database is requested on Renweb such as emergency contact and grandparent information. Please update your Renweb information each school year to ensure that the most current information is available.

News from the Mountain

News from the Mountain is a weekly email update designed to highlight events for the upcoming week. The update contains information on school-wide events, athletic events, and special announcements. *News from the Mountain* goes to all OMA families, alumni, grandparents, and friends.

Division Newsletters

Division Newsletters highlight the activities unique to each division. These newsletters help provide parents with further insight into classroom and divisional-wide activities. *Division Newsletters* are sent home with students, emailed to OMA families, and posted on the academy's website.

The Tartan

The Tartan is the school yearbook. It is a photo-journal of the people, organizations, and events throughout the year. To submit ideas, photographs, and advertisements, please contact the yearbook faculty advisor (see Directory).

The Summit

The Summit is the official student-generated newspaper of Oak Mountain Academy.

Beyond the Mountain

Beyond the Mountain is the official alumni-generated newsletter of Oak Mountain Academy.

THE OAK MOUNTAIN ACADEMY NAME, CREST, AND WARRIOR LOGOS

The Oak Mountain Academy school name (word mark), crest (logo), and Warrior are important brands that need to be properly and consistently used in marketing the school. Recognition of these items is very important as we promote ourselves to a rapidly changing market. Administration, faculty, staff, coaches, and school and parent organizations must observe the following "acceptable use regulations" when designing uniforms, issuing publications, sending mailings, etc.:

- The official school name is "Oak Mountain Academy." This is preferred over "Oak Mountain;" "Oak Mountain High School" should ***never*** be used. You may also refer to the school as "OMA" or "The Academy."
- When "Oak Mountain Academy" is used in formal publications, on uniforms, or on signage "Oak Mountain Academy" or "OMA" should be included at all times. "OM" without the "A" is not acceptable.
- Any "Oak Mountain Academy" documents sent from the school, or any stationary, checks, reports cards, etc. that include a return address, should have the web site address listed with the return address as follows:
    - Oak Mountain Academy
      222 Cross Plains Road
      Carrollton, GA 30166
      www.oakmountain.us
- When possible all printed material should contain the Mission Statement of the Academy.
- The crest and word mark should be used in all formal publications (e.g. magazines, stationary, checks, invitations), and may be used on spirit-wear and uniforms. The Warrior logo and word mark is the preferable version for use for the athletic teams' game and practice uniforms. "Oak Mountain Academy" or "OMA" must be included in some way. All items featuring the Oak Mountain Academy word mark, logo, or Warrior must be approved ***before*** items may be sold or distributed. Electronic or hard copies of these items may be obtained from Rhyne Owenby in the Office of Advancement.
- The crest and word mark should be displayed on virtually every print document or piece of clothing we disseminate. If in doubt, please contact Rhyne Owenby in the Office of Advancement.
- The crest, word mark, and Warrior should not be altered in any way either by adding, eliminating, or moving words and details. Although the size of the crest, word mark, and Warrior may be adjusted, the original shape of the items may not be changed or distorted in any way.
- If you plan to use the crest, word mark, or Warrior in one color they may only be white, black, navy blue, or royal blue.

- Please forward all art work to Rhyne Owenby (rhyneowenby@oakmountain.us) for approval.
- **OMA uses Lands' End for all uniforms and the logos. Please see the Middle School and Lower School Deans for all uniform questions and concerns.**

Section 3

We strive to promote "sound learning" through diverse and innovative teaching methodologies.

Testing Program

Beginning in Lower School, students take nationally and independently-normed standardized achievement tests. The results are used to identify both the strengths and weaknesses in our curriculum and teaching methodologies. The results are shared with the faculty at the beginning of the academic year so that they may address any weaknesses in their curriculum as well as prepare for the particular strengths and weaknesses of the entering class in the fall. Furthermore, the students' individual results are shared with the faculty so they may better serve each student as an individual learner. Students in grades one through eight are administered the ERB test battery of the CTP-4. Freshmen and sophomores take the PLAN test, a preliminary ACT test. Sophomores and juniors take the Preliminary Scholastic Aptitude Test (PSAT). The specific dates for these various tests are listed in the school calendar. Results are available to students and parents, and a copy is placed in the student's cumulative record. Juniors and seniors are expected to take the Scholastic Aptitude Test (SAT) and/or the American College Test (ACT). Dates for area test sites and exam times are available through the Registrar and College Counseling Offices.

Library

The library is a media resource center for all Oak Mountain Academy students and teachers. All lower school students receive a library orientation, and all OMA students are encouraged to visit the library for study and pleasure reading. The library sponsors book fairs each year. Parents, students, teachers, and other friends of the school regularly make gifts to increase the library collection. There are three categories of library gifts: (1) a general gift to be used for any library needs, (2) presentation of a book in honor of a child's birthday, and (3) a memorial gift. A memorial card is inserted in the book giving the name of the donor and the person being remembered. Monetary gifts to the library are tax deductible. Please contact the Development Office if you wish to make a library gift.

Field Trips

The faculty is encouraged to make use of the community as an extension of the classroom. Field trips are taken to points of historical significance, governmental agencies, science centers, art exhibits, theater presentations, and more. Students may be required to pay transportation and admission costs. Permission slips for each field trip are to be signed and returned. Dress codes for field trips may vary.

Educational Computer Use and Internet Privileges

Oak Mountain Academy provides educational computer accounts allowing access to the Internet. The smooth operation of the network depends upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of your responsibilities. In general, the smooth operation of the network requires efficient, ethical, and legal use of network resources. If a user violates any of the following terms and conditions, school computer use and Internet privileges will be revoked and future access may be denied.

Terms and Conditions

Acceptable Use - The use of the Academy's computers must be in support of education and research and consistent with the educational objectives of the Academy.
Unacceptable Use - Transmission of material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, illegal, threatening, harassing, violent or obscene material, and matter protected by trade secret. Altering or removing computer files not belonging to the user, installing software, creating links to inappropriate materials, disconnecting equipment, and vandalism of any kind are also prohibited. Use for the playing of non-educational games (as determined by the Administration) is prohibited. Use for commercial activities is not acceptable. Any transmission or reception of pornographic material is expressly prohibited and will result in the cancellation of your computer privileges as well as other action by the Administration.
Privileges - The use of school computers and the Internet is a privilege, and unacceptable use will result in the cancellation of those privileges. The Administration may revoke privileges at any time as deemed necessary.

Computer Use Rules

- *Food and drink are not allowed in any computer area.*
- Outside software is not permitted in any computer area; no software is to be downloaded, stored, or installed on any computer or in any computer account.
- Pirated software and other items not directly related to academic work are not to be downloaded or stored on any computer or in any user's account.
- Modification or removal of Oak Mountain Academy computer files is not allowed.
- All copyright laws are to be observed.
- Users are not to move or disconnect any computer or peripheral device or piece/part of any equipment. Contact a supervisor or teacher concerning problems with any of the equipment.
- Appropriate behavior and common courtesy are expected at all times.
- Users should not send anything to a printer unless a hard copy of the information is needed; do not print Web sites without knowing exactly how many pages will be printed; do not print multiple copies of any document without specific permission.

Network Etiquette

Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following guidelines.

- Be polite.
- Use appropriate language.
- Do not reveal your personal address, phone number, or any identifying information or that of students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Assume that all communications and information accessible via the network are private property.
- Students are permitted to check out technology equipment for educational purposes only. Availability is on a first-come, first-served basis and is not guaranteed. A student must acknowledge by written agreement that if the equipment is lost, stolen, or broken, the family will be held financially responsible to repair or provide the school with a replacement model as specified by the Director of Technology. Students will agree in writing not to use assets in adverse conditions, an illegal or unethical manner, or install ANY software or games that are not directly related to course work.
- The student is held responsible to return the equipment to the Director of Technology or designee on or before the due date.

Indemnification, Security, and Vandalism

Oak Mountain Academy makes no guarantees of any kind, whether expressed or implied, for the service it is providing. Oak Mountain Academy will not be responsible for any damages students suffer, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence or student errors or omissions. Use of any information obtained via the school computers and/or the Internet is at the student's own risk. Security on any computer system is a high priority, especially when the system involves many users. If students can identify a security problem on the network, they must notify a member of the technology staff.

Students are not permitted to use another individual's account, and they should never allow anyone else to access their account. If, at any time, students feel that their password may have been compromised, they should see the system administrator immediately to have their password changed. Students are responsible for all activity that occurs with their account. Attempts to login to the network as a system administrator or gain unauthorized access will be considered a major disciplinary violation.

Vandalism will result in the cancellation of computer privileges. Vandalism is defined as any intentional attempt to alter, harm, or destroy data of another user, computers, the Internet, or any of the above listed agencies or other networks that are connected to the

Internet, including, but is not limited to, the uploading or creation of computer viruses. Students may be suspended or subject to other disciplinary actions for violation of the Acceptable Use Agreement found at the end of this Handbook as determined by the Oak Mountain Academy's Administration.

Section 4
We strive to promote "ethical, spiritual, and physical development."

The Honor Code: *The Warrior Way*

In support of the Mission of Oak Mountain Academy, the integrity, trust, and nurturing conscience of each individual at the Academy are outlined and ensured by the Honor Code. It is the foundation of discipline for all to follow. The Honor Code clearly defines high standards of ***Honesty, Respect, and Responsibility***; instills in each student a strong sense of individual integrity; and provides each student the opportunity to demonstrate his or her growth and responsibility in making personal decisions. It is also understood that an Oak Mountain Academy student will not lie, steal, cheat, or commit a dishonest act. This ***is*** the **WARRIOR WAY** - on campus or off campus as a representative of Oak Mountain Academy.

HONESTY: **to speak and act truthfully, understanding that a person's words and actions measure a citizen.**

On my honor, I will refrain from deceit in word and deed. Specifically, I will neither give nor receive unacknowledged help in my academic work, nor will I permit such action by another.

RESPECT: **to admit and accept the worth and excellence of each individual, withholding differences and the promotion of self-worth in and others.**

On my honor, I will respect the persons and property of the community, and I will not accept disrespectful or disheartening treatment of persons or property by my peers.

RESPONSIBILITY: **to be responsible for ones actions, upholding the morals of society while accepting moral, legal, and social accountability.**

On my honor, I will be responsible and accountable for my actions.

At all times, I will maintain these standards of ***HONESTY, RESPECT****, and* ***RESPONSIBILITY,*** *and I commit the moral strength to hold my peers to the same code of honor as outlined in the Honor Code.*

The Honor Pledge

Every student in Grades 3-12 will write the entire Honor Pledge on all tests,

examinations, and pledged work. Students in Pre-Kindergarten through 2nd grade may write the word “Honor” to indicate pledged work.

Honor Pledge
I pledge on my honor that I have neither given nor received help on this work.

_____
Student Signature (Legibly written)

A student's signature is his or her indication that the work is entirely his or her own. However, the absence of the pledge does not relieve the student of the responsibility to be honest.

The Statement of Honorable Intent

Students and parents are required to sign a statement that they have read and understand the sections in the Handbook including those defining the Honor Code.

Honor Code Violations

The Division Deans conduct Honor Code cases. The primary focus is to instill in students the importance of personal integrity and the seriousness of an Honor Code violation. Any violation is reviewed by the Division Dean who consults with the teacher, student, and family prior to disciplinary action. All Honor Code cases are confidential and reported to and reviewed by the Head of School. The Honor Council upholds the OMA Honor Code and hears Honor Code Violations to determine consequences.

I. *Cheating* is defined as giving or receiving unauthorized help on a test or assignment, including the following:

- Communicating in any way with another student during a test.
- Sharing or receiving information about a test or quiz with another student who has yet to take the test or quiz.
- Having in one's possession materials or information, not approved in advance by the teacher, which would indicate intent to give or receive help.
- Copying of another person's homework. Working problems with other students with the goal of learning and completing an assignment is permissible, but copying another's work and/or answers is considered cheating.

II. *Stealing* is defined as the taking of property or possessions of others without proper authorization or permission.

III. *Dishonesty* is defined as not being honest in word or deed, including the following:

- Deceiving or giving false information for the purpose of circumventing a school rule, of escaping guilt, or of misleading school personnel.
- Lying or being untruthful.

IV. *Plagiarism* is defined as the use of another's words, style, or ideas as if they were one's own or without giving proper credit to the original source. Cutting and pasting

directly from the Internet without proper citation is considered plagiarism. Lower School students will be taught to give credit for others' thoughts, words, and ideas. Expectations will be age appropriate.

Consequences of Honor Code Violations

A violation of the Honor Code is considered a major infraction and is not tolerated at Oak Mountain Academy. The Academy reserves the right to impose such penalties as it deems appropriate to call attention to the seriousness of the offense and to deter other such offenses. Consequences may vary in light of a student's age or previous behavior. Any student found guilty of cheating will be given a grade of zero (0) on the work, and parents will be notified. A pattern of dishonorable behavior is reported to the Head of School and could result in a student's dismissal from the Academy.

Student Academic Support

Oak Mountain Academy makes every reasonable effort to ensure the success of its students. In our effort to promote our students' successes, OMA understands that all students learn differently and that our approach to the education of our students must at times be flexible. We also expect our classroom teachers to make those reasonable efforts including additional assistance when necessary to ensure that success. Occasionally, more specific/specialized assistance may be arranged through fee for service programs. OMA reserves the right to request the results of a clinical diagnosis by a licensed psychologist/psychiatrist/physician before providing any modifications. The goal of all support services is to assist students in becoming successful in OMA's college-preparatory curriculum; however, our curricular expectations will be in place for all students. In the event that the school is unable to provide the services needed for the student to be successful, or in the event of consistent, persistent academic failure, the school will make recommendations to the family regarding appropriate alternative placement.

Self-Discipline

Developing self-discipline requires standards and habits of conduct. Students grow in character as they become more aware of the consequences of their decisions. At Oak Mountain Academy we believe that students are capable of conducting themselves in accordance with the accepted standards of behavior. This applies during school hours and during any school-sponsored event either on or off campus, including athletic events, dances, etc. Students are expected at all times to keep in mind that their conduct should not interfere with the rights and learning of others; rather, it should be an example to them. The school reserves the right to discipline or dismiss any students who demonstrate an unwillingness to cooperate with the standards of expected behavior.

Discipline Procedures

The School reserves the right to discipline, dismiss, not to continue enrollment or not to re-enroll the student if the school reasonably concludes that the actions of the student, parents, family member, or surrogate interfere with the school's accomplishment of its educational purpose. Discipline referrals falls into two categories: major offenses and

minor offenses. All major offenses will be handled by the Head of School or an appropriate administrator and include several types of behavior. Students may be disciplined by any member of the faculty or staff whenever necessary. Any disciplinary measure will be commensurate with the offense.

Minor Offenses

A teacher, staff member, or administrator uses after-school detention with discretion, as a disciplinary tool for minor campus offenses. The student serves the detention, administered by the issuing faculty, staff, or administrator, within 48 hours of the offense. However, due to scheduling conflicts, the time frame may be extended, and the student may be monitored by an adult other than the issuant. These exceptions are at the request of the issuing teacher, a parent/guardian, or an administrator and each must be approved by the issuing teacher or the appropriate administrator. Some examples of behavior that may earn after school detentions are:

- Excessive tardiness
- Unexcused out of class
- Dress Code violations
- Inappropriate language, including verbal abuse and profanity
- Unapproved food/drink in the classroom.
- Gum chewing
- Electronics misuse: school or personal
- Hat, cap, bandana, or hood on in the buildings
- Incomplete assignment
- Insubordination/ disrespect to another student, elder, or authority figure
- Misuse of school/personal property, including vandalism

*Students may also be kept after school to make up tests and assignments due to absence.

Suspension/Major Offenses

A suspension, and the type of suspension, is set solely by the Head of School or another designated administrator. Suspensions vary in length and may be in school (ISS) or out of school (OSS)—to be determined at the sole discretion of the appropriate administrator.

The action of suspending a student is reserved for more serious offenses, such as:

- Honor Code violations
- Physical intimidation/bullying, hazing
- Libel or slander
- Fighting
- Sexual Harassment
- Misconduct on school trips
- Drugs or alcohol at school or at a school related activity
- Theft
- Vandalism
- Insubordination/disrespect to an elder or authority figure.

Expulsion

At any time, for any offense or accumulation of offenses, the Head of School has the right to remove a student from Oak Mountain Academy. This is an extreme measure, designed solely to protect the family atmosphere, as well as the social and academic Academy. If a student is dismissed from Oak Mountain Academy, the parents will still be responsible for the full financial obligation of their contract. The decision of the school and Head of School in these regards shall be final.

Spiritual Development

Oak Mountain Academy is a faith based, non-denominational, college-preparatory school. As such, we offer enrichments and classes in Bible, as well as daily prayer. As a community made up of various faith traditions within Christianity, as well as non-Christian traditions, we continually seek to provide an atmosphere that promotes individual spiritual development while simultaneously respecting that of others.

Athletics

Oak Mountain Academy offers middle school and varsity interscholastic teams in Volleyball, Softball, Soccer, Swimming, Cross-Country, Basketball, Tennis, Golf, Baseball and Cheerleading. Interscholastic competition conforms to requirements of membership in the Georgia Independent School Association (GISA) and the Georgia Independent Christian Athletic Association (GICAA). Additionally, lower school and middle school students may participate in recreational league basketball and co-ed soccer, respectively.

Student athletes that currently hold a "C" average (69.50-77.49) per subject at each two week grading check will receive a letter that alerts parents of their student's current average. The letter must be signed and returned to the Athletic Director. Student athletes will not be able to participate in practices or games until the letter is signed and returned.

Student athletes that currently hold a grade below a "C-" (69.49 or below) per subject at each two week grading check will receive a letter that alerts parents of their student's current average. The letter must be signed and returned to the Athletic Director. Student athletes will not be allowed to participate in any games but are expected to practice until the next two week grading check. Student athletes will be required to attend tutoring with the subject teacher. The student athlete is responsible for setting up tutoring sessions with each subject teacher. Once grades are back to a "C" average or above, the student athletes will be able to participate without restriction.

Section 5

We strive to "produce a responsible citizen who is prepared to be a leader in tomorrow's global community."

Attendance

All students are expected to attend school each academic day. Participants in an extracurricular activity, such as athletics, drama, etc., must be present in class a minimum of four periods on the day of the event in order to participate. In unusual circumstances, exceptions to this policy may be granted by the Head of School. Oak Mountain Academy does not have an open-campus policy. **Students may not leave to run personal errands, to pick up lunch, etc., with the exception of seniors excused for senior lunch.** Students need parental permission before leaving school for any reason.

Notification of Absence

When a student will be absent, parents or guardians should notify the school office by note or phone before classes start. Homework assignments may be picked up, sent home to the student with a sibling or other designated person, sent through email, or found on RenWeb.

Excessive Absence/Tardiness

A reasonable number of excused absences due to illnesses are understandable. Unnecessary absence, however, is strongly discouraged and may lead to grade reductions or additional consequences. The Administration reserves the right to determine what constitutes an unreasonable number of absences.

Unnecessary tardiness is strongly discouraged as it interferes with the learning of all students, including an impact on the student's Work Ethic grade. After a student's third unexcused tardy during a grading period, the student will be assigned supervised detention in increments of thirty (30) minutes per unexcused tardy. If a student receives a fifth unexcused tardy during any grading period, a conference with the student and parents/guardians may be requested by the Division Dean. Parents will be given notice by email when detention has been assigned. Tardy detention will take precedence over extra-curricular activities, including, but not limited to, sports practices and club activities.

Medical, dental and other appointments are important and sometimes difficult to schedule. Whenever possible, these appointments should be scheduled before or after school hours.

Excused Absence

Absences due to illness, death of a relative, religious holiday, participation in an approved field trip, or a family trip approved in advance are excused. All other absences are unexcused unless prior approval has been granted by the appropriate Division Dean or Head of School at least one week prior to the absence. The student must make arrangements with his or her teacher(s) in advance for missed assignments.

Unexcused Absence/Tardiness

Tests, quizzes, homework, etc., missed during an unexcused absence carry an automatic grade reduction of 10%. Arrangements to make up the missed work should be made with the teacher as soon as the student returns to school.

Early Pick-up

In order to pick up students early, parents/guardians should send a note to the child's teacher or contact as soon as possible the receptionist in the appropriate Division.

Illness at School

Parents should not send a child to school with a fever of 100 degrees or greater, or with nausea, vomiting, diarrhea, a productive cough, or excessive nasal secretions. If a child develops any of these symptoms while at school, parents, guardians, or emergency contacts will be notified to pick up the child. Students should not return to school until they are free of fever and/or vomiting and diarrhea for twenty-four hours.

If a student becomes ill while at school, he or she should notify the teacher of the illness. When leaving, the students, parents, and guardians should follow the sign in/sign out procedure. *Every student is expected to participate in physical education. A physician's or parent's note is required for nonparticipation.*

Student Clubs and Organizations

OMA offers a wide variety of opportunities for students to participate in various clubs and organizations at all division levels. Student clubs are sponsored and supervised by faculty and staff. Students are expected to conduct themselves in an orderly fashion during club meetings and events. Please refer to each division for a listing of clubs and organizations.

Parent Volunteer Association (PVA)

The Oak Mountain Academy PVA (Parent Volunteer Association) is a group of parents and faculty members organized to promote closer cooperation among parents, faculty, and students; to encourage better understanding among parents about our school's achievements; and to enable parents to be of service to the school. The PVA serves as a support group to enhance the educational experience of each OMA family. PVA meetings are routinely held each month at the school. All parents are encouraged to attend these meetings as we work together to make plans that will involve our children.

All Oak Mountain Academy parents are encouraged to become active in the Oak Mountain Parent Volunteer Association.

Academic Boosters

All members of the OMA community are encouraged to join the Academic Boosters. This group works to support the academic teams of the Academy, as well as to increase participation.

Athletic Boosters

All members of the OMA community are encouraged to join the Oak Mountain Academy Athletic Boosters. The group meets regularly to raise funds to help improve Oak Mountain athletics and to help increase athletic participation in all school grades.

Friends of the Arts

All members of the OMA community are encouraged to join the Friends of the Arts. This group works to support the performing and visual arts at the Academy, as well as to increase participation.

OMA Alumni Association

The Alumni Association is a group dedicated to preserving the history of Oak Mountain Academy and to supporting the current students "on the Mountain."

Section 6
Transportation

Bus Service

Oak Mountain Academy maintains buses to transport students to and from school, to provide athletic teams with transportation to away contests, and to give teachers a convenient way to transport their classes on educational field trips. A top priority in transportation is safety. Students riding the school bus are expected to follow Oak Mountain Academy's Bus Rules and Regulations. Students may ride the bus to and from school for a daily fee. Please contact the Business Office for details.

DAILY ROUTE: The OMA school bus runs the following regular schedule Monday through Friday:

Douglasville/Arbor Place Mall	7:00 AM & 4:10 PM – Pick up /drop off near Sears and behind Rooms-to-Go
Villa Rica	7:25 AM & 3:50 PM – Pick up/drop off in Wal-Mart parking lot, by Mexican restaurant

Pick-up and drop-off times may vary depending on traffic.

Parking

During school hours, parents should park in the nearest parking lot and walk to the building. Please do not park in the traffic circles, handicapped spaces, spaces marked reserved, **or on the areas next to the roadways that are marked to not parking on grass.**

Seniors may use the front row of the Richards Administrative Building Parking Lot. All other students will park in the remaining spaces. Faculty, staff, and administrators will park in the lots most conveniently located to their buildings. Please avoid parking in the spots designated for visitors and drive safely at all times without distractions such as cell phones.

The following sections of the Handbook are dedicated to the specific guidelines for the Upper School, Middle School, and Lower School Divisions.

OAK MOUNTAIN ACADEMY

UPPER SCHOOL INFORMATION

GRADES 9-12

2015 - 2016

Part 1
We strive to "*provide a challenging college-preparatory education.*"

DAILY SCHEDULE—Mon.—Thurs.

8:00 - 8:50	1st Period
8:55 – 9:45	2nd Period
9:45 – 10:00	Convocation
10:05 – 10:55	3rd Period
11:00 – 11:50	4th Period
11:55 – 12:25	Lunch
12:30 – 1:20	5th Period
1:25 – 2:20	6th Period
2:25 – 3:20	7th Period

DAILY SCHEDULE—Friday

8:00—8:50	1st Period
8:55—9:45	2nd Period
9:50—10:00	Convocation
10:05—10:55	3rd Period
11:00—11:50	4th Period
11:50—12:10	Advisory
12:15—12:40	Lunch
12:45—1:35	5th Period
1:40—2:30	6th Period
2:35—3:20	7th Period

Inclement Weather Two-Hour Delayed Start Schedule
(Subject to Change)

10:00 – 10:35	1st Period
10:40 – 11:15	2nd Period
11:15 – 11:30	Convocation
11:35 – 12:10	3rd Period
12:15 – 12:50	4th Period
12:55 – 1:20	Lunch
1:25 – 2:00	5th Period
2:05 – 2:40	6th Period
2:45 – 3:20	7th Period

Graduation Requirements

Subject Areas	*Units*
English	4
Mathematics	4*
Science	4
Social Science	4
Foreign Language	3*
Physical Education	1 (The P.E. requirement may be met by participating in three seasons of varsity sports.)
Health	.5 (Beginning with the 2014-15 ninth grade class, one semester of Health is required prior to graduation.)
Public Speaking	1
Electives	3
Bible	1
Senior Project	1 (A year-long senior project is required for graduation.)
Community Service	60 hours (A combined total of 60 hours while in upper school is required for graduation. At least 15 hours per year are recommended.)
Total Units Required	**26.5**

The following requirements provide for a more rigorous, college-preparatory academic transcript for our students—a necessity for quality college admissions.

- Students will complete three years of one foreign language while in upper school or two years of one language and an additional two years of another language.
- Eighth grade foreign language classes will not count as an upper school area requirement. However, it will provide greater opportunities for upper level foreign language courses during the upper school years.
- Algebra I and Geometry taken in the eighth grade will not count as an upper school area requirement; however, it will provide for greater opportunities for upper level math courses during the upper school years.

2015– 2016 Course Offerings
Grades 9-12

English:	**Mathematics:**	**Science:**	**Other:**
*English 9	Algebra I	*Biology	*P.E/Health
*English 10	*Geometry	*Chemistry	*Public Speaking
*English 11	*Algebra II	Anatomy	*Bible
*English 12 or	Algebra III	Ecology	*Senior Seminar
A.P. Eng. Lang.	Statistics	Astronomy	
A.P. English Lit.	Pre-Calculus	A.P. Biology	
World Literature	A.P. Calculus	A.P. Chemistry	
		A.P. Physics	

Social Science:	**Foreign Language:**	**Electives:**
*World History	French I, II, III	Fine Arts I, II, III
*U.S. History	Spanish I, II, III	Dramatic Arts/Musical Theater
*Government— 1/2 Credit	AP Spanish	Drama
*Economics—1/2 Credit		Music
Psychology		Yearbook
AP U.S. Govt.—1/2 Cr.		Student Assistant—LS, PE
AP U.S. History		
AP European History		
AP Comparative Government		

With Administrative approval, an AP course may replace a course requirement.
AP = Advanced Placement ** = Required*
(Offerings may vary from semester to semester.)

AP Exams

Students who take AP courses must take the appropriate AP exam in order to have the credit designated as an AP course on their transcripts and earn the weighted credit for the course (1.0 extra) on their GPA. If students do not take the exam, their transcripts will reflect only the regular course in that subject and the regular credit. **During AP Exam administration, students may not leave campus after the completion of the AP Tests. They will attend any other regularly scheduled classes for the remainder of the day.**

Honors at Graduation

Upon graduation, diplomas with honors are awarded to students with the following minimum GPAs in academic subjects.

Cum laude	3.3
Magna cum laude	3.6
Summa cum laude	3.9

Semester Exams and End of Quarter Assessments

Cumulative exams are given at the end of each semester. A separate exam schedule will be in place during this time and will be provided to faculty, students and parents in advance. Seniors who have an "A" average for the year may be exempted from the Cumulative Semester Exam for the Spring Semester for that particular class. As appropriate, unit tests, chapter tests, or quarter tests will be administered during the final week of the First and Third Quarters. Students in an AP Course are exempt from the cumulative semester exam for the spring semester for that particular course. In the unlikely event a student fails to take the AP Exam, the student may be required to take a cumulative semester exam.

Major Assignments

A schedule of all major student assignments and grades will be kept to assure that a given student has no more than two (2) of such assignments due on a given school day. In the Upper and Middle Schools, a major assignment would constitute any grade worth more than 5% at semesters end. Assignments with rolling dates, such as presentations or speeches, will be considered due on the initial date and exceptions will be made for pop assignments, such as quizzes or in class assignments, and regular assignments for which no preparation is possible, such as AP writings.

Work Ethic

All OMA middle and upper school classes will have a grade component for “Work Ethic.” The grade will be composed of, but not limited to, a student being on time, being prepared, being on task, and being respectful. This will pertain to all aspects of the academic day, both in and out of the classroom, and includes use of all technology such as computers and cell phones. The Work Ethic grade will count as a daily grade and will be recorded each week in Renweb as “Work Ethic.” Every student will begin each school week with a Work Ethic grade of 100%. The grade will remain 100% unless there are deductions for unacceptable actions. The Work Ethic average for the quarter will count as 10% of the total grade. Each infraction will reduce a student’s Work Ethic grade by 10 points. Athletes and those involved in extra-curriculars may lose practice time, lose playing time, or miss a match due to continued poor Work Ethic performance. Seniors may lose the privilege of going to Senior Lunch or of using the Senior Lounge due to continued poor Work Ethic performance.

Tutoring

A teacher may require a student to attend tutorial sessions at any time he/she deems it necessary, regardless of the student’s current grade. A teacher or administrator may also require a student to attend learning sessions where further tutoring, organizational skills, study skills, and counseling will be provided. Students themselves may request tutoring.

If scheduled tutoring conflicts with extracurricular activities, such as sports practices or rehearsals, the tutoring receives priority. If scheduled tutoring conflicts with a game or the performance of a play, the game/performance will usually take precedence. In

extraordinary circumstances, however, the teacher may consult the athletic director, the coach of the sport being affected, or the teacher in charge of the performance to obtain an exception.

Add/Drop

Students may drop and add courses during the first week of each semester by completing a conference with the Division Dean and Registrar and by obtaining their schedules during this time will obtain an Add/Drop Form that must then be completed by the student, signed by the parent, appropriate teachers, and approved by the Division Dean and Registrar.

Part 2

We strive to provide "a safe, positive, and nurturing family environment."

Lockers

Students in grades 9-12 are assigned lockers at the beginning of each school year. Students are expected to maintain lockers in a neat and orderly condition. Misuse of a locker may result in suspension of this privilege. Lockers are subject to inspection by school officials at any time.

Lunch

Students may either bring their own lunches or order selected foods through the campus catering service. Drinks and snack items may be purchased during lunch in the Upper and Middle Schools. Students may only eat lunch in approved areas – the Perkins Solarium and back patio - and they are expected to clean up after themselves. Each Division is equipped with a refrigerator and microwave ovens. In addition, every student serves K.P. duty during the year, and at that time, they have the responsibility to clean up a general area that has been designated for cleaning. The website for Campus Cuisine is www.campuscuisine.net. Families wishing further information should email **kathyrn@campuscuisine.net** or call 404-876-6496.

Senior Off-Campus Lunch

Seniors are allowed to go off campus for lunch as designated by the Division Dean if they have signed permission from a parent or legal guardian. Students must leave and return at the designated times or risk the temporary and/or permanent loss of this privilege. Seniors not in good standing with their senior project, as determined by the project advisor, will lose the senior lunch privilege until they regain good standing.

Senior Lounge

The Senior Lounge is established as a special place for seniors to gather. They may visit the lounge during lunch and Study Hall. Students are reminded that use of the Lounge is an earned privilege. It is the responsibility of the Senior Class to keep it clean and orderly. Loss of privileges in the Lounge may occur at any time if poor choices are made

related to conduct and cleanliness. At no time are the underclassmen permitted in the Senior Lounge. Please note the following guidelines for the use of the Senior Lounge:

- Students are to avoid excessive noise, music, and offensive language.
- Only mission-appropriate videos, DVD's, music, and television programs are permitted. The following rated materials are not permitted for viewing and listening in the lounge:
  *Television programs: TV-MA
  *Video games and Mobile Apps: M, A, and RP
  *Music: Music content with a PAL notice
  *Movies: R or NC-17

The Senior Class is reminded that they set the standard for all underclassmen and should conduct themselves accordingly. The Senior Lounge may be closed to individual members or the entire Senior Class if appropriate behavior is not demonstrated and the Lounge is not kept in a clean and orderly fashion.

Prom and Other Dance event Attendance

Only current OMA students and OMA-approved guests may attend these events.

Part 3
We strive to promote "sound learning" through diverse and innovative teaching methodologies.

University of West Georgia Library Privileges

OMA students are permitted to take advantage of the University of West Georgia (UWG) Library. Students wishing to check out books will need to complete an application for a library card from UWG and obtain the signature of a parent.

Bring Your Own Device Policy

Please refer to the end of this Handbook for the entire Bring Your Own Device Policy.

Part 4
We strive to promote "ethical, spiritual, and physical development."

Varsity Eligibility in Sports

Students in grades 8-12 may participate in varsity sports. Students participating in varsity athletics must meet all eligibility requirements prescribed by the Georgia Independent School Association, Georgia Independent Christian Athletic Association, and standards set forth by the school. Students must pass a minimum of five subjects,

all of which must be grades of record, including dual enrollment courses, with no more than one D. The five subjects must include at least three courses in any combination of English, history/social science, foreign language, mathematics, or science. Students may be placed on academic probation at the discretion of the Head of School in consultation with the Athletic Director and have subsequent limits placed on their ability to participate in athletics and other extracurricular activities.

Part 5

We strive to "produce a responsible citizen who is prepared to be a leader in tomorrow's global community."

UPPER SCHOOL STUDENTS' DRESS ATTIRE GUIDELINES

All students at Oak Mountain Academy, a college-preparatory academy, are expected to dress in such a manner as to exhibit good taste, personal cleanliness, and respect for their appearance, reputation, and the image they project for the academy. Students will abide by the Student Attire Guidelines when attending all school-related functions both at home and away from campus. The Administration will assist faculty and be the final resource in determining the appropriateness of a student's school attire. If a student is unsure of the appropriateness of clothing, it is suggested that he or she receives approval from the Dean before wearing it to school.

Students are allowed to exercise a degree of personal freedom in their choice of clothing while maintaining an appearance consistent with that expected of a college-preparatory academy. Students are expected to arrive on campus properly dressed and remain so throughout the school day. Students should avoid drawing undue attention to themselves through their personal appearance, and they should not dress in a way that would detract from the educational process or the school's Mission. Students improperly dressed will be sent to the Division Dean's office where they will call their parents, request appropriate clothing, and remain in the office until the appropriate clothing arrives. Repeat offenses will result in a parent conference and consequences.

Additional dress requirements may be given for special occasions, field trips, and athletic events. Parents and students will be notified in advance of such requirements. Students are expected to conform to these requirements. Changes in the guidelines for student attire and interpretations of it may be made by the Administration throughout the year as deemed necessary.

SCHOOL ATTIRE GUIDELINES FOR UPPER SCHOOL LADIES

SHIRTS and TOPS: Sweaters and long or short sleeved blouses are preferred. Tank tops and shirts with spaghetti straps are not permitted. All shirts, blouses, tops, etc., should have a modest cut. Low cut items with plunging necklines and low cut backs are not permitted. Display of cleavage is unacceptable. **Sheer garments are permitted only if garments under them are dress code approved.** Shirts or other garments that expose the midriff and/or undergarments are not permissible. Undergarments, including the straps, must be completely covered. Shirts and tops should not display commercial content other than OMA logos and OMA team information. ****Standard T-shirts and sweatshirts with OMA, university, or pro-team logos are permitted only on Fridays (School Spirit Days) or special Senior College Days. *Standard T-shirts are only permitted on Fridays*.**

SKIRTS, SHORTS, and DRESSES: Skirts, shorts, and dresses that fit appropriately are acceptable. Hemlines for skirts, shorts, and dresses must be no shorter than 4 inches above the middle of the knee when the student stands upright. Cheerleading uniforms worn on game days are the exception.

PANTS: Dress slacks or casual pants are acceptable. **No athletic shorts, sweatpants, or warm-up pants are allowed outside of P.E. classes or sports practices.** Leggings are acceptable with appropriate skirt length. No sleepwear or flannel pants are permitted. Denim is acceptable; however, no holes, frayed edges, and excessively worn jeans are permitted.

SHOES: Dress shoes, athletic shoes, or sandals may be worn as appropriate. Footwear must be in good condition and laced or fastened at all times. Students must wear shoes appropriate for the activity in which they are participating (gym shoes for P.E., closed-toe shoes for the science lab, etc.) Shower-type flip-flops are not permitted.

GROOMING: Hair must be neatly maintained. Hair may not be a distraction (extreme color, style, etc.) and must not be in the student's eyes.

MISCELLANEOUS: Caps, hats, hoods, and bandanas are not permitted in buildings except at designated times. Belts must be worn with any clothing designed with belt loops. Visible body piercing, excessive ear piercings (more than two in each ear), and visible tattoos are prohibited. Clothing must be properly hemmed and free of holes or rips, including fraying. Clothing may not be excessively stained. No camouflage patterns are permitted.

SCHOOL ATTIRE GUIDELINES FOR UPPER SCHOOL GENTLEMEN

SHIRTS and TOPS:
Long or short-sleeved dress shirts are worn tucked in and buttoned appropriately. Pullover knit shirts with collars must be tucked in. **All shirts for boys must have sleeves, no exceptions.** Sweaters, fleece, polyester, or zippered jackets of proper size and fit may be worn over acceptable shirts. Shirts should not display commercial content other than OMA logos and team information**. Standard T-shirts and sweatshirts with OMA, university, or pro-team logos are permitted only on Fridays (School Spirit Days) or special Senior College Days. *Standard T-shirts are permitted only on Fridays*.**

PANTS and SHORTS:
Properly fitted dress or casual slacks are preferred. Walking shorts must extend near the top of the knee. No athletic shorts, sweatpants or warm-up pants are allowed outside of P.E. classes or sports practices. No sleepwear or flannel is permitted. All pants and shorts must be designed for a belt, and belts must be worn and secured properly. Denim is acceptable; however, no holes, frayed edges, and excessively worn jeans are permitted.

SHOES:
Dress shoes, athletic shoes, or sandals may be worn as appropriate. All footwear must be in good condition and laced or fastened at all times. Students must wear shoes appropriate for the activity in which they are participating (gym shoes for P.E., closed toe shoes for the science lab, etc.) Shower-type flip-flops are not permitted.

GROOMING:
Hair must be neatly maintained and may not be a distraction (extreme color, style, etc.) Hair length must be off the collar in the back, not below the earlobe, and not in the student's eyes. Boys must be clean shaven. Beards and extreme sideburns below the earlobes are not permitted.

MISCELLANEOUS:
Caps, hats, hoods, and bandanas are not permitted in buildings except at designated times. Earrings, visible body-piercing, visible tattoos and make-up are prohibited. Exposed undergarments are prohibited. All clothing must be properly hemmed and free of holes or rips, including fraying. Clothing may not be excessively stained. No camouflage patterns are permitted.

FIELD TRIP ATTIRE

Unless otherwise notified by the teacher, field trip attire will consist of slacks for gentlemen; slacks, skirts, or dresses for ladies.

PHYSICAL EDUCATION ATTIRE

Each student is expected to change into appropriate athletic clothing and to wear athletic shoes for P.E. and athletic practices and games. Shorts should be appropriate in length. Students should bring deodorant to school and use it as necessary after physical education class or as appropriate for practices and games. Showers are available. Failure to wear appropriate clothing will negatively impact a student's grade.

SPIRIT DAY ATTIRE

On Fridays, 9th through 12th grade students may wear regular dress code apparel or Oak Mountain Academy spirit wear, favorite college or pro team shirt, and bottoms that are appropriate. Please refrain from gym shorts, spandex, or camouflage items. **Tank tops are not permitted for ladies or gentlemen.**

Daily Attendance

School begins at 8:00 am and dismisses at 3:20 pm. All students are expected to attend school each day unless excused. Participants in an extracurricular activity, such as athletics, drama, prom, etc., must be present in class a minimum of four periods. Exceptions to this policy may be granted by the Head of School.

Early Dismissal

An Upper School student wishing to be dismissed early for a medical or dental appointment or other valid reason must adhere to the following procedure:

Prior to the first class of the day, upper school students should present to the front desk a note signed by a parent or guardian requesting early dismissal. The note must contain the reason for early dismissal, time of dismissal, and the estimated time of return. The Receptionist will issue an Early Dismissal Pass to be presented to the supervising teacher from whose class the student will be dismissed. With the

exception of an emergency, all early dismissals must be accompanied by a note from the student's parent or guardian. A note is not necessary ***only*** if a parent phones and requests an early dismissal for an emergency. All work missed as a result of an early dismissal is required to be completed within one school day. Abuse of the early dismissal policy for unnecessary absences from school will be addressed by the Administration.

Sign-in/Sign-out Procedures

For safety purposes, upper school students who arrive after school begins or leave during the school day must complete all information on the sign in/sign out sheet located at the reception desk in the Upper School before going to class or leaving campus and have a note from a parent or guardian. A student who signs in late must have an "Admit to Class" form to be admitted to class.

Make-up Work Policy/Major Assignments

One (1) school day will be given for each class day missed to make up homework and quizzes missed. If a student is in attendance during any part of the school day, they are responsible for completing all work due or assigned on that day. Understandably, emergencies do occur and will be considered on an individual basis. Additional time may be granted at the discretion of the teacher for extended absences. Failure to make up a test, quiz, etc. during the specified time will result in a grade of zero (0).

If a test or long-term assignment is scheduled for the day the student returns, the test must be taken and/or the long-term assignment handed in unless prior permission for additional time has been granted by the teacher.

It is the student's responsibility to make arrangements with each teacher to make up tests or quizzes missed during their excused absence. If the absence is unexcused, a grade of zero (0) will be given on any work involved.

A schedule of all major student assignments and grades will be kept to assure that a given student has no more than two (2) of such assignments due on a given school day. In the Upper and Middle Schools, a major assignment would constitute any grade worth more than 5% at semesters end. Assignments with rolling dates, such as presentations or speeches, will be considered due on the initial date and exceptions will be made for "pop" assignments, such as quizzes or in class assignments, and regular assignments for which no preparation is possible, such as AP writings.

Clubs and Organizations

Oak Mountain Academy offers a variety of clubs and organizations where students pursue their interests and develop leadership skills. Below is a list of some of those clubs and organizations.

US Student Council
Academic Teams
International Club
Chess
Key Club
Fellowship of Christian Athletes
National Honor Society
Model UN
Spanish Club
The Summit, school newspaper
French Club
Friday Prayer Group
Environmental Club
Science club
Pep Club

Community Service Requirements

Service and assistance to others fosters leadership, builds character, and helps students grow as citizens and community members. Every Upper School student at Oak Mountain Academy must participate in community service. Students may complete these requirements through service in school organizations, such as the National Honor Society, Key Club, Interact Club, or through volunteer efforts within community-based organizations, such as the Humane Society or a soup kitchen. A minimum of 15 hours per year in community service work must be approved by the school. If students are in danger of not completing their community service during a school year, community service will be assigned to the student to perhaps include improving the buildings and grounds through maintenance tasks.

Part 6
Transportation

Parking and Driving on Campus

Students who wish to drive to school must abide by the laws of the State of Georgia and park in designated areas. Seniors will use the area in front of the Richards Administration Building and may park on the front row. Other students must use the rest of the paved lot in front of the Richards Administration Building.

Students should not park in the traffic circles in front of the Richards Building or any other building, along the driveway, or in any other area which would interfere with traffic flow. Student parking is limited to the lot in front of the Richards Building.

Students are not permitted to go to their cars during school hours without explicit permission from an administrator, staff member, or teacher. Students are not allowed to drive on campus during the day except with permission of the Division Dean. Students should obey traffic flow patterns and drive slowly and carefully. Additionally,

students are not to ride in the back of trucks and should abide by all applicable driving laws and guidelines for the State of Georgia. Failure to abide by these regulations could result in the loss of driving privileges.

The parking lot in front of the Middle School is designated for middle school faculty. The parking lot to the right of the Richards Building is for upper and lower school faculty. Parents may park in any available spaces other than the traffic circles.

Pick-up of Middle School Siblings

Middle School students riding with siblings in Upper School will be permitted to meet their siblings in the upper school lobby after school. Upper school students should not drive their vehicles to the gymnasium pick-up area or parking area until 4:00 or later.

OAK MOUNTAIN ACADEMY

MIDDLE SCHOOL INFORMATION

GRADES 6-8

2015-2016

Part 1
We strive to "*provide a challenging college preparatory education.*"

The Oak Mountain Academy Middle School is specifically designed to provide for the unique, diverse and changing physical, social, emotional, interpersonal and intellectual needs of students who are progressing from childhood to adolescence. The middle school promotes a climate for personal growth as well as intellectual and physical development where the students feel consistency and fairness are applied. This process is insured through a team of core subject teachers who set the tone for the students.

DAILY SCHEDULE—Mon.—Thurs.

8:00 - 8:50	1st Period
8:55 – 9:45	2nd Period
9:45 – 10:00	Convocation
10:05 – 10:55	3rd Period
11:00 – 11:50	4th Period
11:55 – 12:25	Lunch
12:30 – 1:20	5th Period
1:25 – 2:20	6th Period
2:25 – 3:20	7th Period

DAILY SCHEDULE—Friday

8:00—8:50	1st Period
8:55—9:45	2nd Period
9:50—10:00	Convocation
10:05—10:55	3rd Period
11:00—11:50	4th Period
11:50—12:10	Advisory
12:15—12:40	Lunch
12:45—1:35	5th Period
1:40—2:30	6th Period
2:35—3:20	7th Period

Inclement Weather Two-Hour Delayed Start Schedule
(Subject to Change)

10:00 – 10:35	1st Period
10:40 – 11:15	2nd Period
11:15 – 11:30	Convocation
11:35 – 12:10	3rd Period
12:15 – 12:50	4th Period
12:55 – 1:20	Lunch
1:25 – 2:00	5th Period
2:05 – 2:40	6th Period
2:45 – 3:20	7th Period

Middle School Courses Offered for Grades 6-8

- Students are required to complete three years of one foreign language while in upper school or two years of one language and an additional two years of another language. Eighth grade foreign language classes (Spanish I and French I) will not count as an upper school area requirement. However, they will provide greater opportunities for upper level foreign language courses during the upper school years.
- Algebra I and Geometry taken in the eighth grade will not count as an upper school area requirement; however, it will provide for greater opportunities for upper level math courses during the upper school years.

English:	**Mathematics:**	**Science:**	**Enrichments:**
English 6	Math 6	Science 6	Art 6/7/8
English 7	Math 7	Science 7	Bible 6/7/8
English 8	Pre-Algebra	Science 8	Health 6/7/8
	*Algebra I		Music 6/7/8
	*Geometry		Drama 6/7/8
			Physical Education 6/7/8
			Study Skills 6/7/8

Social Science:	**Foreign Language:**
Social Studies 6	Spanish 6/7
Social Studies 7	French 6/7
Social Studies 8	*Spanish I 8
	*French I 8

Semester Exams and End-of-Quarter Assessments

Cumulative semester exams may be given at the end of each semester. A separate exam schedule will be in place during this time and will be provided to students and parents in advance. As appropriate in grades 6-12, unit tests, chapter tests, or quarter tests will be administered during the final week of the First and Third Quarters.

Major Assignments

A schedule of all major student assignments and grades will be kept to assure that a given student has no more than two (2) of such assignments due on a given school day. A major assignment would constitute any grade worth more than 5% at semesters end. Assignments with rolling dates, such as presentations or speeches, will be considered due on the initial date and exceptions will be made for pop assignments, such as quizzes or in class assignments, and regular assignments for which no preparation is possible, such as impromptu creative writings.

Tutoring

A teacher may require a student to attend tutorial sessions at any time he/she deems it necessary, regardless of the student's current grade. A teacher or administrator may also require a student to attend learning sessions where further tutoring, organizational skills, study skills, and counseling will be provided. Students themselves may request tutoring.

Part 2

We strive to provide "a safe, positive, and nurturing family environment."

Lockers

Students in grades 6-8 are assigned lockers at the beginning of each school year. Students are expected to maintain lockers in a neat and orderly condition. Misuse of a locker may result in suspension of this privilege. Lockers are subject to inspection by school officials at any time.

Lost and Found

Lost and Found items in the Middle School are presented during Convocation and returned at that time. At the end of each term, any unclaimed items will be donated to local charitable organizations. Please label all items.

Lunch

Students may either bring their own lunches or order selected foods through the campus catering service. Students may only eat lunch in approved areas – the Walker Lobby or on the picnic benches outside the Middle School. The Middle School is equipped with microwave ovens. The website for Campus Cuisine is www.campuscuisine.net. Families wishing further information should e-mail **kathryn@campuscuisine.net** or call 404-876-6496.

KP Duty

At Oak Mountain Academy we operate in a family-type atmosphere. As at home, we all have chores we must complete that teach responsibility and assist in an improved quality of life for everyone in the family. With these goals in mind, each student is required to help clean the lunch area and perform other daily chores on a rotating schedule set up by the Lead Teacher and/or Division Dean.

Vending Machines

Vending machines with healthy choices are located in the Walker Lobby of the gym and the Perkins Solarium. Non-caffeinated drinks are available. We encourage students to pack snacks and lunches that are nutritionally sound.

Part 3
We strive to promote "sound learning" through diverse and innovative teaching methodologies.

Promethean Boards

Promethean Boards and Infocus projectors are utilized for instruction. Students are only permitted to use such technology equipment under direct supervision of a teacher.

Bring Your Own Device Policy

Please refer to the end of this Handbook for the entire Bring Your Own Device Policy. All cell phones will be checked in to the Dean's Office at the beginning of each school day. Teachers may request for students to check out their cell phone device from the middle school receptionist for in-class assignments. When complete, the teacher will direct the student to return the phone to the receptionist. Students will receive their phones as they depart at the end of the day. All classrooms and offices have phones in the event of an emergency.

Part 4
We strive to promote "ethical, spiritual, and physical development."

Athletics

Middle School students may participate in the following sports: basketball, cheerleading, swimming, cross country, softball, baseball, tennis, and soccer. In addition, eighth grade students may be eligible for varsity sports at the request of the coach. The coach for each sport posts a schedule for practices and games.

Part 5
We strive to "produce a responsible citizen who is prepared to be a leader in tomorrow's global community."

MIDDLE SCHOOL STUDENTS DRESS ATTIRE GUIDELINES

All students at Oak Mountain Academy, a college-preparatory academy, are expected to dress in such a manner as to exhibit good taste, personal cleanliness, and respect for their appearance, reputation, and the image they project for the academy. Students will abide by the Student Attire Guidelines as outlined in the Student Handbook. The

Administration will assist faculty and be the final resource in determining the appropriateness of a student's school attire.

Uniforms are mandatory Monday through Thursday and optional on Friday's, for all 6th through 8th grade students. On Fridays, 6th through 8th grade students may wear uniforms or Oak Mountain Academy spirit wear, favorite college or pro team shirt, and bottoms that are appropriate. Please refrain from gym shorts, spandex, or camouflage items. **All shirts for girls and boys must have sleeves, no exceptions.**

Students improperly dressed will be sent to the Dean's office where they will call their parents, request appropriate clothing, and remain in the office until the appropriate clothing arrives. Repeat offenses will result in a parent conference.

ALL students are required to have one short sleeved, cobalt blue polo shirt with OMA logo for fieldtrips and special events. The shirt must be purchased from Oak Mountain Academy's approved vendor, Lands' End. Their website is **www.landsend.com/school**, and a link is available on our website under Admissions, Parents, and Student Life.

Additional dress requirements may be given for special occasions, field trips, and athletic events. Parents and students will be notified in advance of such requirements. Students are expected to conform to these requirements. Changes in the guidelines for student attire and interpretations of it may be made by the Administration throughout the year as deemed necessary.

Uniform bottoms will consist of khaki and classic navy pants; khaki and classic navy shorts; skirts (khaki, classic navy, red plaid or classic navy large plaid), and jumpers (red, classic navy). Sweaters and hoodies warn throughout the school day or in classrooms must have OMA or Oak Mountain Academy on them. **Socks will consist of solid colors of red, white, or classic navy.** The uniform tops will have the school logo and consist of blouses, polos and Oxford shirts **(approved colors are red, white, cobalt, classic navy)**. Although the khaki and classic navy bottoms may be purchased from any vendor, **Lands' End is the only authorized vendor for all school logo approved tops.** Their website is **www.landsend.com/school** and there is a link on our website under Admissions, Parents, and Student Life.

Girls' Grooming:
Hair must be neatly maintained and may not be a distraction (extreme color, style, etc.)
Hair must not be in the student's eyes.

Girls' Miscellaneous:
Caps, hats, and bandanas are not permitted in buildings except at designated times.
Belts must be worn with any clothing designed with belt loops.
Visible body piercing is limited to no more than two earrings per ear. No other visible body piercings are permitted.
Visible tattoos and stretching/gauging of the ears are prohibited.
Clothing must be properly hemmed and free of holes or rips, including fraying.

Clothing may not be excessively stained.
No camouflage patterns are permitted.

Boys' Grooming:
Hair must be neatly maintained and may not be a distraction (extreme color, style, etc.)
Hair length must be off the collar in the back, not below the earlobe, and not in the student's eyes.
Boys must be clean shaven. Extreme sideburns below the earlobes are not permitted.

Boys' Miscellaneous:
Caps, hats, and bandanas are not permitted in buildings except at designated times.
Earrings, ear stretching/gauging, visible body-piercing, visible tattoos and make-up are prohibited.
Exposed undergarments are prohibited.
All clothing must be properly hemmed and free of holes or rips, including fraying.
Clothing may not be excessively stained.
No camouflage patterns are permitted

PHYSICAL EDUCATION ATTIRE

Each student is expected to change into appropriate athletic clothing and to wear athletic shoes for P.E. and athletic practices and games. Shorts should be appropriate in length. Students should bring deodorant to school and use it as necessary after physical education class or as appropriate for practices and games. Showers are available. Failure to wear appropriate clothing will negatively impact a student's grade.

Daily Attendance

School begins at 8:00 am and dismisses at 3:20 pm.

All students are expected to attend school each day unless excused. Participants in an extracurricular activity, such as athletics, must be present in class a minimum of four periods. Exceptions to this policy may be granted by the Head of School in unusual circumstances.

Arrival at School

School begins at 8:00 am. Students may begin entering the Middle School at 7:30. Upon arrival in the morning, students should report to the Walker Lobby until they are dismissed to class.

Sign-in/Sign out Procedures

For safety purposes, Middle School students who arrive after school begins or leave during the school day must complete all information on the sign in/sign out sheet located at the reception desk in the Middle School before going to class or leaving campus.

Middle school students must have a parent/guardian sign the student in or out. A student who signs in late must have a note from his or her parent or guardian and obtain an "Admit to Class" form to be admitted to class.

Clubs and Organizations

Oak Mountain offers a variety of clubs and organizations where students pursue their interests and develop leadership skills. Below is a list of those clubs and organizations.

House Leadership
National Junior Honor Society
Book Club
MS Chess Club
Academic Team
Environmental Club
MS Builders Club

Community Service Activities

Service and assistance to others fosters leadership, builds character, and helps students grow as citizens and community members. Students in the Middle School will participate in community service as outlined by the Lead Teacher and Division Dean.

Part 6
Dismissal and Transportation

Middle School Pick-up

Enter campus from Cross Plains Road, turn left in front of the Richards Administration Building, and proceed to the Middle School. Please leave the area directly in front of the doors to the gym clear for bus loading. Cars may line up on the right hand side of the drive. Classes are dismissed at 3:20, and the buses depart before car riders. *FOR THE SAFETY OF YOUR CHILD AND OTHER CHILDREN, DO NOT PASS THE BUS.* Exit by proceeding around the drive and return to Cross Plains Road. Please use the available parking areas if you wish to come into the building.

Riding with Upper School Siblings

Middle School students riding with siblings in Upper School will be permitted to meet their siblings in the Upper School lobby after school. Upper School students should not drive their vehicles to the gymnasium pick-up area or parking area to pick up siblings until 4:00 pm or later.

After-School Care Program

After-school care will be provided for students in Pre-K through 8th grades, Monday through Friday in the Lower School. **At 3:35 P.M., remaining Middle School students will be escorted to the Lower School for the After-school Program. A snack will be provided. There is an hourly charge for this service; final pick-up time is 6:00 P.M.**

OAK MOUNTAIN ACADEMY

LOWER SCHOOL INFORMATION

GRADES PK-5

2015-2016

Part 1
We strive to "*provide a challenging college preparatory education.*"

Enrichments

Enrichment classes include physical education, drama, music, art, foreign language, computer, library, and Bible. Enrichment and PE class schedules may change during the year.

Part 2
We strive to provide "a safe, positive, and nurturing family environment."

Door-To-Door Fundraising

While Oak Mountain Academy may, on occasion, embark upon various fundraising campaigns, students in elementary grades are prohibited from door-to-door fundraising activities sponsored by the school or by a school-related organization.

Lunch

Lunches may be ordered through Campus Cuisine. If a student brings his/her lunch, please label it. Please remember to pack microwave safe dishes if the lunch should be heated. Preparation time should be **minimal** to allow time for everyone to use the microwave. We ask you to send nutritious snacks with your child for both the morning break and lunch. We also ask that you **not** send carbonated drinks. Lower School students may order milk through the school. The website for Campus Cuisine is www.campuscuisine.net. Families wishing further information should e-mail kathryn@campuscuisine.net or call 404-876-6496.

Ice Cream

Lower school students will have the opportunity to purchase ice cream for $1.00.

Classroom Parties

Throughout the year, classes hold parties for various holidays and occasions. All classroom parties will be coordinated through the classroom teacher. Please sign up to help with one of these parties, as well as the spring auction projects. Contact your room representatives about any questions. If you would like to send a special snack or treat to school for your child's birthday, please let the teacher know beforehand, and he or she will distribute it. **Invitations for parties outside school will only be accepted by the homeroom teacher if ALL students in the classroom receive one. This will avoid confusion and hurt feelings.**

Part 3

We strive to promote "sound learning" through diverse and innovative teaching methodologies.

Pre-Kindergarten–3 Program

The 3-year-old sessions at Oak Mountain Academy will introduce the young learner to an academic, developmentally appropriate curriculum that includes math, literacy, dramatic play, gross motor skills, *Bible*, and science, as well as working on social interactions with peers. The sessions also include snack, playtime, quiet story time, and an additional focus on music and art. For admission, all students must be completely independent in the restroom. The school year begins on September 8, 2015, and ends on May 18, 2016.Session I begins at 8:00 am and ends at 11:30 am, with lunch from 11:30 – 12:00 noon. Session II begins at 12:00 noon and ends at 3:10 pm.

Field Trips

Throughout the year, field trips will be scheduled to enhance the curriculum. Permission slips and cost information will be sent home prior to each trip and must be completed and returned to allow participation. Parents will have the opportunity to volunteer to be chaperones for a field trip when needed. Due to space requirements, the number of chaperones may be limited. Chaperones will be assigned on a first-come, first-served basis. If there are more volunteers than spaces, the names of parents who have not previously chaperoned a trip will be drawn randomly. Please understand that every attempt to give each parent the opportunity to go on at least one field trip will be made.

Chaperones are expected to conduct themselves in an appropriate manner and assist as needed. Siblings are not permitted to accompany parents on field trips because of the need for chaperones to devote their attention to the students. We ask that all cell phones not be used or be limited in use during field trips. Additionally, since not all parents are able to go on every trip, we ask that everyone refrain from purchasing extra souvenirs, food, etc. for any of the students.

Books and Supplies

Library books are required to be returned by the due dates. Supplies may be needed for art, foreign language, Bible, computer, PE, and music. Classroom supply lists are posted on the OMA website.

Part 4
We strive to promote "ethical, spiritual, and physical development."

Discipline

Any child who does not comply with the school regulations or with a teacher deters the learning process of the entire class. If a child must be sent to the Division Dean, a parent conference may be scheduled. If the problem persists, the child may be suspended from school. In case of further difficulty, a conference with the parents is necessary to determine whether or not the child may remain at Oak Mountain Academy. Students will abide by the OMA Honor Code as outlined earlier in this handbook.

Part 5
We strive to "produce a responsible citizen who is prepared to be a leader in tomorrow's global community"

Lower School Attire Guidelines

Uniforms are mandatory Monday through Thursday and optional on Friday's, for all Pre-K-3 through 5th grade students. On Fridays, Pre-K-3 through 5th grade students may wear uniforms or Oak Mountain Academy spirit wear, favorite college or pro team shirt, and bottoms that are appropriate. Please refrain from gym shorts, spandex, or camouflage items.

The uniform bottoms will consist of khaki and classic navy pants; khaki and classic navy shorts; skirts (khaki, classic navy, red plaid or classic navy large plaid), and jumpers (red, classic navy). **Socks will consist of solid colors of red, white, or classic navy.** The uniform tops will have the school logo and consist of blouses, polos and Oxford shirts **(approved colors are red, white, cobalt, classic navy)**. T-shirts are not permitted on Monday through Thursday. Although the khaki and classic navy bottoms may be purchased from any vendor, **Lands' End is the only authorized vendor for all school logo approved tops.** Their website is www.landsend.com/school and there is a link on our website under Admissions, Parents, and Student Life.

For students in grades Pre-K-3 through 5, slacks, jeans, skirts, dresses or shorts must be at least mid-thigh length and fit appropriately. Girls should wear playground-appropriate garments under skirts/dresses when participating in physical activity. Gloves, socks, scarves, etc. should not be distracting to the uniform or to others.

For safety reasons, it is required that shoes have closed backs or have straps (any type flip flops are prohibited). Students must wear shoes appropriate for the activity in

which they will participate (gym shoes for P.E., closed toe shoes for the playground, science lab, etc.).

Hair must be neatly maintained. Mohawk haircuts or extreme spiked hair are prohibited. Hair must not be extreme in color or style and must not be distracting to others. **Hair length for boys must be off the collar in the back, not below the earlobe, and must not be in the student's eyes.**

Caps, hats, hoods, and bandanas are not permitted in buildings except at designated times.
Changes in the Dress Code may be made as deemed necessary throughout the year by the Administration.

Daily Attendance

Students must be present at school until 12:00 noon to be considered present for the full day. Lower School students arriving late or leaving early should go directly to the reception desk in the Lower School to sign in or out and must be accompanied by a parent or legal guardian. A student must have an "Admit to Class" form to be admitted to class.

Arrival at School

The Lower School building opens at 7:30 A.M. with supervision of students. School starts at 8:00 A.M. Unloading of students in carpool will begin at 7:30. Students should not arrive at school before 7:30 A.M. Parent volunteers will assist with unloading during morning carpool with an additional faculty or staff member on duty to assist. When students enter the building, they should report to their homeroom classrooms.

Please encourage children to enter the building unattended during regular morning drop-off; it promotes independence and speeds the flow of traffic for everyone. If it is necessary to enter the building with or for a child, please park in one of the two parking areas at the sides of the building. Please do not block the flow of traffic in front of the building.

Tardiness

Children arriving at school after 8:00 A.M. are considered tardy. Tardiness is strongly discouraged because it interferes with the class routine, as well as the successful start of the school day for all students. Tardiness will be documented as excused or unexcused. **Parents must come into the Lower School lobby to sign in their children and provide a reason for the late arrival.**

Absences

Although occasional absences may be necessary, parents are encouraged to plan trips to coincide with school holidays, rather than having students miss additional school time. Remember to clear all family trips through the Division Dean ***at least two weeks*** in advance. With such notice, teachers will make assignments available to the student

prior to a family trip. If a parent requests and receives assignments prior to a family trip or event, **the assignments are due the day the student returns to school**. Assignments not turned in will result in a penalty or point reduction of 10 points per day late. A verbal reminder will be given on the day the student returns to school without the assignments. Following the reminder the penalty or point reduction will begin.

Safety Patrol

Fifth grade students will have the opportunity to serve as Safety Patrol members for afternoon dismissal. They will stand at each loading station and assist students in getting into their cars. For safety and liability concerns, they may not fasten a student's seatbelt. Please be sure your child is safely in the car and that the Safety Patrol member is a safe distance from your car before you leave the loading station.

Santa's Secret Shop

Hosted by the Parent Volunteer Association, several days in December will be designated for Lower School children to secretly buy inexpensive gifts for parents, siblings, other adults and friends.

Clubs and Organizations

Oak Mountain offers a variety of clubs and organizations for our students to pursue their interests and develop leadership skills. The following are a few examples.

Student Council---3rd thru 5th Safety Patrol---5th grade only

LS Chorus-----3rd thru 5th

Part 6
Dismissal and Transportation

Dismissal

The academic day ends at 3:10 P.M. During afternoon dismissal, teachers will escort their individual classes to the hall where students are supervised during dismissal. Lower School Safety Patrol members will assist with afternoon carpool. Parents will receive name cards for carpool and are asked to display them in the windshield of their cars for afternoon carpool. Students will be called to dismissal stations for pick up. The use of name cards will facilitate this process. Bus students may proceed directly to the buses for loading as the classes arrive at their designated areas for carpool. Parents who wish to park and pick up students, should proceed to the end door closest to the Pre-K-Kindergarten classrooms. Students who have not been picked up by 3:25 will be escorted to After-School Care Program.

Early Dismissal

Pre-K-3 through grade 5 dismiss at 3:10 P.M. Therefore, in the Lower School, if checking out early, children should be picked up before 2:30 P.M. Otherwise, traffic congestion and, more importantly, danger to our children become problems.

Bus Riders

The bus will pick up Lower School students at 3:20 p.m**.** Once the bus is in place, drivers should stay behind it to allow bus riders to load. The bus then proceeds to the Middle and Upper Schools.

After - School Care Program

After-school care will be provided for students in Pre-K through 8th grades, Monday through Friday in the Lower School. A snack will be provided. There is an hourly charge for this service; final pick-up time is **6:00 p.m**. **On early dismissal days, there will be no after-school care.** Please refer to the After School Care Handbook for additional information.

Oak Mountain Academy Anti-Bullying Policy

Statement of Intent

We, the community and supporters Oak Mountain Academy, are committed to providing a compassionate, receptive and non-threatening atmosphere where each of our students can learn and succeed. We believe this to be an outgrowth of our values. Accordingly, we have a "zero-tolerance" policy against bullying, meaning that bullying of any sort is deemed unacceptable in our school community. If bullying does occur, students should be assured of the fact that all incidents will be addressed quickly and fairly.

Definition of Bullying

Bullying can be generally defined as the use of aggression, intimidation and/or cruelty with the result of hurting another person verbally, physically or emotionally. Bullying carries the ramification of causing pain and stress to the victim. Bullying is never justified and is not excusable as "kids being kids," "just teasing" or any other rationalization. Specific types of bullying may include, but are not limited to:

> **EMOTIONAL**: Being deliberately unkind, shunning, excluding, or tormenting. Examples: Forcing another student to be "left out" of a game or activity, passing notes making fun of a victim, or making threatening faces or gestures.
>
> **PHYSICAL**: Pushing, kicking, hitting, tripping, punching or using any other sort of violence against a victim *Examples: Shoving a victim into lockers while changing classes in the hallway, throwing objects at a victim.*
>
> **RACIST/INTOLERANT:** Taunts, slurs and/or physical threats directed around a victim's race, religion or ethnicity *Examples: Spreading graffiti with racial slurs.*
>
> **SEXUAL:** Initiating and/or executing unwanted physical contact, making sexually threatening and/or abusive comments *Examples: Grabbing a victim's body, using derogatory labels.*
>
> **VERBAL:** Name-calling, ridiculing, using words to attack, threaten or insult *Examples: Spreading rumors, making fun of a student's appearance, mannerisms or intelligence.*
>
> **CYBERBULLYING –** has been defined as "an aggressive, intentional act carried out by a group or individual, using electronic forms of contact, repeatedly

and over time against a victim who cannot easily defend him or herself" (Smith, 2008).

Cyberbullying can involve:

•Sending mean, vulgar, or threatening messages or images.
•Posting sensitive, private information and/or lies about another person.
•Pretending to be someone else in order to make that person look bad.
•Intentionally excluding someone from an online group (Willard, 2005).

Children and youth may cyberbully each other through:

•Emails
•Instant messaging
•Text or digital imaging messages sent on cell phones
•Social networking sites
•Web pages
•Blogs
•Chat rooms or discussion groups
•Other cyber technologies

Please note that an instance of bullying may fall into more than one "category" listed above.

Policy Objectives

- All administrators, teaching and non-teaching staff, students and parents should have a full understanding of what bullying is and encompasses;
- All school faculty and staff should be thoroughly familiar with the bullying policy and should follow it appropriately when bullying is reported or observed;
- All students and parents should be thoroughly familiar with the bullying policy, and should know what steps to take when bullying occurs;
- Students and parents should be reassured that the school takes bullying seriously, and will support victims and their families when bullying is reported;
- Bullying will not be excused, permitted, or tolerated.

Warning Signs and Symptoms of Bullying

Not all victims of bullying will appear that they are suffering at school. Many feel that admitting how bad things have gotten will increase their torment at the hands of the perpetrators if they risk telling someone, are afraid no one will believe or support them, or are too embarrassed to admit what is happening. Parents and faculty should openly encourage students to report incidents of

bullying that are observed or experienced firsthand. Even in the event that a student is not forthcoming about being bullied, there may be signs or symptoms that suggest a problem. Adults should be aware of these symptoms and what they signify, and should investigate immediately.

A child may be a victim of bullying if he or she:

- Is noticeably frightened or evasive when asked "what's wrong,"
- Suddenly loses appetite;
- Begins bullying or showing unusual aggression with siblings, playmates or other children;
- Comes home unusually hungry (may indicate lunch money or lunch itself has been stolen);
- Repeatedly "loses" lunch, money or possessions;
- Has unexplained cuts, scrapes or bruises;
- Repeatedly claims to feel ill before going to school;
- Cries him/herself to sleep at night or suffers from chronic nightmares;
- Threatens or actually begs to be driven to school so as not to have to walk or ride the bus;
- Demonstrates marked fear or unwillingness to go to school or ride the bus;
- Gives unlikely/unconvincing excuses for any of the above behaviors.

It should be noted that the above signs may indicate other problems, but bullying should promptly be considered a possibility and pursued.

Proper Bullying Report/Response Procedures

- All bullying incidents should be reported immediately to a faculty or staff member or administrator.
- Staff member will record all reported bullying incidents and share them with the Division Dean who will in turn inform the Head of School.
- Parents of both victim and perpetrator may be informed and summoned to the school for a meeting about the problem.
- In severe instances, local police may be contacted.
- The bullying behavior or threats will be investigated quickly and fully, with both victim and perpetrator informed that the behavior will/must stop immediately.
- The bullying perpetrator will meet with a designated administrator and learn appropriate means of changing behavior.
- The bully may be asked to genuinely apologize to the victim and/or, if the victim prefers, will sign a letter promising to avoid all future contact with the victim.

- There may be a range of punitive responses up to suspension for the perpetrator.
- After the incident has been thoroughly investigated and dealt with, faculty, staff, and administrators will monitor both students, including regular “check-ins” to ensure that bullying does not resume or reoccur.

Tools for Prevention and Education

The school will adopt the following tools to prevent and educate students against bullying.

- Writing, posting/otherwise making very visible a set of descriptive school rules.
- Making this policy available to all students, personnel, and persons in the Academy handbooks and asking students to sign and adhere to the guidelines outlined in the handbooks.
- Engaging students in the role-playing, creative writing exercises and ongoing discussions about bullying.
- Emphasizing the importance of reporting incidents of bullying, both observed and experienced, and including confidentiality as an option in making such reports.

Oak Mountain Academy
BYOD (Bring Your Own Device)
Student, Teacher, and Parent Guide

The mission of Oak Mountain Academy is to provide a challenging college preparatory education in a safe, positive, and nurturing family environment. We commit to join sound learning with ethical, spiritual, and physical development to produce a responsible citizen who is prepared to be a leader in tomorrow's global community.

PURPOSE

Oak Mountain Academy (OMA) is committed to moving students and staff forward in a 21st century learning environment. The modern world is filled with ever growing information and technology. We at OMA believe it is an important part of a student's education to learn how to properly utilize technology, not only for use at OMA but also as they complete their collegiate years. As part of this mission, we will now incorporate access to the school's network and institute a Bring Your Own Device Policy. Students will be permitted to use the internet on their personal technology devices (laptops, netbooks, smart phones, and tablets) during the school day. With teacher approval, students may use their personal devices to take notes, accomplish activities, and, in general, create the modern technological environment that allows for the productivity such devices create.

PLAN

Beginning in the upper and middle school for the 2013-14 school year, students will be permitted to connect to the OMA network. OMA is providing wireless connectivity as a guest service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of the OMA wireless network is entirely at the risk of the user, and OMA is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury or damages resulting from the use of the wireless connection. All users of the OMA network are bound by the school's Acceptable Use Guidelines for technology and the limits of the firewall. By entering, parents and students agree to all of the above cautions and policies as they pertain to personal, non-OMA devices.
Students and staff who do not accept the terms of service or attempt to circumvent the firewall will not be able to access the OMA network and be susceptible to disciplinary action.

FREQUENTLY ASKED QUESTIONS

STUDENTS

I have my laptop with me in class. How do I get on the Internet now?
Answer: Most laptops or other personal devices (smart phones) will detect a wireless connection when you are near one (wireless must be turned on). Most of the time your technology tool will ask you if you would like to join the network. When prompted, choose "WarriorNet" from the list. Once you choose this network, you will a have a captive portal, where the user will have to click "I Agree" before using any network services.

My laptop is not prompting me to choose a wireless network. Is there another way to connect?
Answer: In the "Settings" menu of your device, there is usually an icon for a network. Go to this icon and choose the "WarriorNet" from the list or prompt your computer to look for a wireless network. Always consult your device's owner's manual for exact directions for accessing a wireless network.

I just can't get my laptop to connect to the network. Can I get some help from someone?
Answer: Students who cannot access the OMA wireless network, or who may have technical issues with their technology tool, need to take care of this issue by working with their user's manual that came with the device. This should not be done during class time. Personal devices are not OMA devices, and the school will not provide resources to troubleshoot issues on personal devices. However, all school devices will be repaired by the Technology Department.

I brought my iPad/tablet/smart phone/laptop to school to use in the classroom, but my teacher said I couldn't use it in her classroom. Can I still use it?
Answer: The teacher in the classroom has the final say on procedures in the classroom. If he or she asks you not to use your device, then you should follow those directions. Access is available, not guaranteed, in each classroom situation.

I need to print the document just created. Why is there no printer listed when I try this?
Answer: There are no printers on the OMA network for personal devices. Some printing solutions include: saving it to a flash drive and/or printing from home. Keep in mind that using printers in the classroom or other learning spaces is at the discretion of the teacher or other school administrators. In general, we are moving towards a paperless school day. While this is a far-reaching goal and not in the immediate future, teachers will someday accept homework drop documents on RenWeb and emailed documents. These should be valid alternatives.

I took my laptop to school, and it is now missing. Who should I contact about this?
Answer: Bringing your own technology device to school can be useful; however, some risks are involved as well. It is always a good idea to record the device's serial number which is usually located on the bottom of the device as a sticker or etched on. OMA is not responsible for the loss of a device, nor are we responsible for any damage done to the device while at school. Any time a loss occurs, you should contact a school administrator to make him/her aware of the circumstances.

Why am I filtered on my own computer? Shouldn't I be able to see what I want to on my own tool?
Answer: Student filtering is required by federal law of schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered, regardless of the tool you use to access it while in a school. Your laptop or phone is the device. The network you are using while at school belongs to OMA and will be filtered. Even though, OMA is an independent, rather than public, school, student filtering will be used for the protection of the entire OMA community. Any access deemed unacceptable will be disciplined.

Am I still held accountable for the Acceptable Use Policy ("AUP") even though this is my own personal computer?
Answer: Yes. The Acceptable Use Policy remains in effect even when you are using your own device. Each time you attempt to access the network at school, you will be accepting the terms of service which include the AUP. Violating the terms of the AUP is an Honor Code violation and will be addressed appropriately by the school administration.

Are there grade limits for bringing personal technology?
Answer: Currently, we are limiting laptops to grades 4-12. However, any student may bring his or her Kindle, iPad, Nook, Tablet, Notebooks, etc. Use in the classroom will be determined by the teacher.

Am I able to connect my laptop to an open network port and gain access to the internet?
Answer: No. OMA is only providing access to personal devices through the wireless network.

Will there be a penalty to my grade if I do not have my own device?
Answer: No. Devices are not required, and, therefore, a grade will not be assessed.

PARENTS

My son is taking his iPad to school for instructional purposes. Will he have access to things he normally does with OMA equipment?
Answer: Your son will have access to any of the web-based software currently used (Databases, library search tools etc.). Software may run differently on different devices for varying reasons. You should consult your owner's manual for software limitations. (Ex., iPads cannot run software requiring Flash Player, not all computers come with Microsoft Office, etc.)

As a parent, am I required to add additional software (virus protection, filter, tracking device, etc.) to my child's technology tool?
Answer: No. Currently we are not requiring any additional software for school use. Virus protection is always advised, but not required to participate in the pilot. While on the OMA network, students will be monitored through the school's firewall, so there is no need for additional filtering software.

I have read the terms of service and I do not wish to have my daughter accessing the Internet using her own laptop. I would like to allow her to use her computer for productivity, but not the Internet. Is this possible within this pilot plan?
Answer: Yes. Your daughter may choose not to accept the terms of use; however, the rules outlined in the Acceptable Use Policy still apply for technology use of any kind (Internet or other). Also, it is not the responsibility of school staff to ensure she has not accessed the Web on her own technology device. Damage or theft is still the responsibility of the owner.

If my daughter's laptop is stolen or damaged, what recourse can I take?
Answer: The school is not responsible for any damage or theft of student owned equipment. Installing tracking software like Absolute Software can help locate the equipment if it is stolen, and keeping track of the device's serial number, model and type will be helpful as well. Theft or vandalism of any kind should be reported immediately to an administrator so he/she can take the appropriate steps.

What are the campus/classroom rules for using student owned devices including phones?
Answer: Teachers make the final decision for any tools used in the classroom; student owned equipment would be no different. It will be up to the individual teachers to communicate their expectations to parents and students. However, assuring that the student is on his or her device for legitimate purposes is for the teacher to decide. If a student is distracted or not doing work, but the teacher does not realize, this is at the student's discretion and their grade may suffer.

Will my child have access to communication tools like email or message boards while on the OMA network?
Answer: Yes. Students do have access to their personal email accounts. However, they should only do so during the school day for academic purposes only.

Where can I see the Acceptable Use Policy for Technology?
Answer: The Acceptable Use Policy can be found on the OMA website and in the student handbook.

STAFF

Do I, as the teacher, have the choice when students can use their technology devices?
Answer: Students may use technology at the discretion of the teachers

Some of my students cannot access the network on their laptops or phones. I don't have time in a class period to help them with this. Should I put in a help request?
Answer: No. It is part of the Director of Technology's job to keep the network running and school equipment functioning rather than to repair student devices. Students who cannot access the wireless network, or who may have technical issues with their technology tool, need to take care of this issue out of the classroom by working with the user's manual provided with the device. Personal devices are not OMA devices. It is not a staff member's responsibility to ensure that student-owned technology is functioning properly.

I have students in my class who are accessing the Internet using their provider's data plan (AT&T, Sprint, Verizon etc.) on their smart phones or laptops, hence bypassing the filter. Is this a violation of the student AUP?
Answer: This is not an AUP violation because the student is not bypassing the filter on the OMA network, but instead using a provider's data plan. However, if it is interfering with your class, you may ban them from using said device.

I have my own laptop and a smart phone. I would like to utilize these tools at work. Does this new plan include school staff?
Answer: Yes. School staff can also access the OMA wireless network. School printers will not be accessible with your own devices. When prompted, choose OMA from the list. The Technology Department will provide access to the printers for any Staff computer. If you opt to bring your own device from home to use while on campus, the Technology Department will provide a "best effort" in making sure you can access your school email, Renweb, and printers, and optionally connections to projectors. The Technology Department does not troubleshoot viruses or provide repairs. If you bring in your personal smart phone, the Technology Department will assist in connecting the phone to the OMA exchange server, and optionally, train personnel in how to use the services offered at OMA.

One of my students was using his laptop inappropriately with another student on campus. Who should I contact concerning this problem?
Answer: Any disciplinary infractions that occur from using technology tools should be referred to a school administrator. This would be an honor code issue.

Will students have access to any common software packages via the OMA wireless network access?
Answer: Students will have access to software on their device. They will not have access to other software due to license limitations.

Oak Mountain Academy
Acceptable Use Policy (AUP)

The mission of Oak Mountain Academy is to provide a challenging college preparatory education in a safe, positive, and nurturing family environment. We commit to join sound learning with ethical, spiritual, and physical development to produce a responsible citizen who is prepared to be a leader in tomorrow's global community.

Oak Mountain Academy (OMA) strongly believes in the educational value of electronic services, the use of technology, and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation, and communication. We acknowledge that part of the Mission of the school is "to produce a responsible citizen who is prepared to be a leader in tomorrow's global community." As our global community is already permeated with technology, teaching students not only to use technology but also to do so maturely and without distraction is both paramount and fundamental to surviving in the modern world.
By filtering the internet, OMA will make every effort to block students and teachers from misuses or abuses, intentional or not, as a result of this access. This places OMA in compliance with the CIPA (Children's Internet Protection Act). You and your child's signatures will indicate acknowledgment and understanding of the following standards. These standards have been cross-referenced with other sections of the OMA Student Handbook and Honor Code to provide information to students and parents regarding possible violations and consequences. Please refer to other sections of the OMA Student Handbook and Honor Code for additional information for violating these standards. As a user of this service, your child will be expected to abide by the following rules of network etiquette. (References are not an exhaustive list).

Network Guidelines

Personal Safety

I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address or telephone number.
I will not agree to meet with someone I have met online without my parent's approval.
I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate while accessing the internet for a school assignment.

Illegal Activities

I will not attempt to gain unauthorized access to OMA network resources or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person's account or access another person's files or granting access to non-students or faculty. These actions are illegal under the AUP and CIPA, even if only for the purposes of "browsing."

I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. I will not circumvent the network by setting up my own wireless access points. These actions are illegal under the AUP and CIPA.

I will not use OMA's network to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, or threatening the safety of a person.

I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others

I will not install software on any OMA computers or on the OMA network without direct supervision of the OMA staff.

I will not alter hardware or software setups on any OMA computer resources.

I will not use the OMA network to pirate music, movies, games, software, or other media. These actions are illegal under the AUP, CIPA, and Millennium Copyright Act.

Security

I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account. I am responsible for all activity on my account.

I will not attach non-OMA computer equipment or peripherals to the OMA network or its infra-structure. This is not to include data storage devices such as USB drives, flash drives, DVDs or CDs. However, all other devices such as DVD, Streaming Media, and Video Game Consoles must be approved before connection.

I will take all precautions to avoid the spread of computer viruses.

Inappropriate Language

I acknowledge that there are restrictions against inappropriate language that apply to public messages, private messages, and material created for assignments or to be posted on web pages.

I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

I will not engage in personal attacks, including prejudicial or discriminatory attacks.

I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending him or her messages, I will stop.

I will not post false or defamatory information about a person or organization.

Respect for Privacy

I will not repost a message that was sent to me privately without permission of the person who sent me the message.

I will not post private information about myself or another person.

Respecting Resource Limits

I will use the technology at my school only for educational, college, and career development activities.

I will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

I will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing applications, programs, executables, or anything else unless I have direct authorization from a teacher. I understand that OMA personnel may monitor and access any equipment connected to OMA network resources and my computer activity. OMA personnel may confiscate or ban use of devices from students who are using materials inappropriately.

Plagiarism and Copyright Infringement

I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own.

I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements.

If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher to answer my questions. Copyright violations are criminal.

Inappropriate Access to Material

I will not use district network resources to access or store material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people.

If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again.

OAK MOUNTAIN ACADEMY
USE GUIDELINES FOR
THE OAK MOUNTAIN ACADEMY NAME, CREST, AND WARRIOR LOGOS

The Oak Mountain Academy school name (word mark), crest (logo), and Warrior are important brands that need to be properly and consistently used in marketing the school. Recognition of these items is very important as we promote ourselves to a rapidly changing market. Administration, faculty, staff, coaches, and school and parent organizations must observe the following "acceptable use regulations" when designing uniforms, issuing publications, sending mailings, etc.:

- The official school name is "Oak Mountain Academy". This is preferred over "Oak Mountain"; "Oak Mountain High School" should ***never*** be used. You may also refer to the school as "OMA" or "The Academy".
- When "Oak Mountain Academy" is used in formal publications, on uniforms, or on signage "Oak Mountain Academy" or "OMA" should be included at all times. "OM" without the "A" is not acceptable.
- Any "Oak Mountain Academy" documents sent from the school, or any stationary, checks, reports cards, etc. that include a return address, should have the web site address listed with the return address as follows:
  - Oak Mountain Academy
    222 Cross Plains Road
    Carrollton, GA 30166
    www.oakmountain.us
- When possible all printed material should contain the Mission Statement of the Academy.
- The crest and word mark should be used in all formal publications (e.g. magazines, stationary, checks, invitations), and may be used on spirit-wear and uniforms. The Warrior logo and word mark is the preferable version for use for the athletic teams' game and practice uniforms. "Oak Mountain Academy" or "OMA" must be included in some way. All items featuring the Oak Mountain Academy word mark, logo, or Warrior must be approved ***before*** items may be sold or distributed. Electronic or hard copies of these items may be obtained f
- rom Rhyne Owenby in the Office of Advancement.
- The crest and word mark should be displayed on virtually every print document or piece of clothing we disseminate. If in doubt, please contact Rhyne Owenby in the Office of Advancement.
- When possible, the crest, word mark, and Warrior should not be altered in any way either by adding, eliminating, or moving words and details. Although the size of the crest, word mark, and Warrior may be adjusted, the original shape of the items may not be changed or distorted in any way.
- If you plan to use the crest, word mark, or Warrior in one color they may only be white, black, navy blue, or royal blue.
- Please forward all art work to Rhyne Owenby (rhyneowenby@oakmountain.us) for approval.

OAK MOUNTAIN ACADEMY

The mission of Oak Mountain Academy is to provide a challenging college preparatory education in a safe, positive, and nurturing family environment. We commit to join sound learning with ethical, spiritual, and physical development to produce a responsible citizen who is prepared to be a leader in tomorrow's global community.

Statement of Honorable Intent

Student Section:

By my signature, I pledge the following:

1. I have read (or my parent has read to me) the OMA Honor Code information in the Parent/Student Handbook which defines the Honor Code as part of the life of Oak Mountain Academy. I fully understand that I will be required to work within the bounds of the Honor Code.
2. I have read (or my parent has read to me) the Terms and Conditions for Educational Computer Use and Internet Privileges found in the Parent/Student Handbook. I understand that I will abide by the stated Terms and Conditions. Should I commit any violation of the regulations, my computer access privileges may be revoked; school disciplinary action or other action may result.
3. I have read (or my parent has read to me), understand, and will follow the Oak Mountain Academy Acceptable Use Policy found in the Oak Mountain Academy Parent/Student Handbook.
4. I have read (or my parent has read to me), understand, and will follow the policies and procedures outlined in the Oak Mountain Academy Parent/Student Handbook

Space is provided for multiple students in one family.

1. Student's Last Name (please print) First Name Grade Level

Student Signature Date

2. Student's Last Name (please print) First Name Grade Level

Student Signature Date

3. Student's Last Name (please print) First Name Grade Level

Student Signature Date

Parent Section:

I, as a parent, declare the following:

1. I have read the Honor Code information in the Oak Mountain Academy Parent/Student Handbook. As a member of the Oak Mountain Academy school community, I understand my child is required to abide by the Oak Mountain Academy Honor Code.
2. I have read the Terms and Conditions for Educational Computer Use and Internet Privileges found in the Oak Mountain Academy Parent/Student Handbook. I understand that this access is designed for educational purposes, and Oak Mountain Academy has taken reasonable precautions to ensure student safety and maximize the educational effectiveness of the School network. I hereby give my permission for my child to have access to the Internet through his/her school account.
3. I have read, and understand that my child will follow the Oak Mountain Academy Acceptable Use Policy found in the Oak Mountain Academy Parent/Student Handbook.
4. I have read, understand, and will follow the policies and procedures outlined in the Oak Mountain Academy Handbook.

_____

Parent Name (please print)

_____ _____

Parent Signature (date)

All students are required to have a completed statement on file at OMA. Please return to your child's teacher by August 21, 2015.

Please continue to the Statement of Honorable Intent pages, found in the Back-to-School packet as well, sign them, and return them to your child's teacher by August 21, 2015.

Thank you for taking the time to read, understand, and follow the guidelines set forth in this Handbook. Best wishes for a successful, rewarding year!